



Union County Educational Services Commission

Earned Sick Leave for Part-Time Hourly Staff

Effective Date: November 1, 2019

Revised: August 25, 2022

In accordance with applicable laws, Union County Educational Services Commission provides earned sick leave with full pay for up to a total of 40 hours per year to eligible part-time hourly employees. This document outlines the procedures for accruing and reporting earned sick leave absences in a manner consistent with the following Board Policy and Regulation:

- Policy and Regulation 1642 – “Earned Sick Leave Law”

Accrual and Accumulation of Earned Sick Leave

1. Part-time hourly employees deemed eligible to receive coverage under the Earned Sick Leave Law are entitled to accrue paid sick leave at the rate of 1 hour for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year.
2. Earned sick leave began to accrue on October 29, 2018, or on the first day of employment of the eligible part-time hourly, whichever is later. All part-time steadily employed individuals will transition to this policy as of September 1, 2022. Any previously accrued sick days will remain in their bank and can be used.
3. Earned sick leave not utilized at the end of each school year will carry forward to the next school year, up to a maximum of 40 hours of leave per benefit year.
4. No compensation will be provided to part-time hourly employees for unused earned sick leave upon separation from employment in the district.

Assignment of Earned Sick Leave

1. Part-time hourly employees are entitled to begin using earned sick leave after 120 calendar days of employment in the district.
2. Employees can review Board Policy and Regulation # 1642 for a comprehensive list of reasons eligible for coverage under the Earned Sick Leave Act.

Reporting Earned Sick Leave Absences

1. Employees who are unable to report to work due to personal illness or other acceptable reasons must provide notice of the intended absence as soon as possible, but no later than 6:30 a.m. on the morning of the anticipated absence, by contacting their supervisor via telephone call or email.
2. Employees are also required to report absences in writing to their supervisor by submitting the monthly timesheet corresponding to the absence.

Returning to Work After Earned Sick Leave Absences

1. Employees who are absent due to personal illness for more than three consecutive days (or fewer days at the discretion of the Superintendent) must submit a signed statement from their physician indicating the reason for the absence and certifying the ability to return to work.
2. In the event that restrictions related to a personal illness or injury prevent a full-duty return to work, employees must contact Lynn Thorn to schedule an "Interactive Process Meeting" with the HR Department to discuss the availability of temporary accommodations that will enable the employee to perform the essential functions of his or her assigned position.

Payment of Earned Sick Leave

1. Earned sick leave will be compensated at the same rate of pay that the part-time hourly employee normally receives when performing the duties of his or her position.
2. When submitting monthly timesheets to the Payroll Office, employees should document absences covered under the Earned Sick Leave Law by indicating "Earned Sick Leave" in the description for the date and the number of scheduled hours corresponding to the absence.