

## 4.06 SICK LEAVE

1. Sick leave pay is intended to provide uninterrupted pay during the illness, injury, or doctor's appointment of an employees or an employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent. An employee must notify the Library as soon as possible when the need to use sick leave pay arises (see "Absence Reporting"). During a period of sick leave, an employee is expected to maintain regular contact with his/her supervisor to provide an updated status. Sick leave benefits are contingent upon maintenance of regular contact.
2. Regular full-time employees are credited with sick leave at one day (7 1/2 hours) per month. Part-time employees are credited with sick leave pro-rated on an average of their scheduled hours worked per month. Sick leave is cumulative to 450 hours (sixty (60) working days).
3. Although eligible employees accrue sick pay credit during the training period, sick leave with pay is not allowed during that period without approval from the Library Director. No sick pay shall be paid in advance of accrual.
4. If an employee is on sick leave for three or more consecutive days, the employee may be required to provide certification from a physician as a basis for pay during sick leave. The Library Director at his/her discretion may waive the certification requirement.
5. Illness or injury which occurs during an employee's scheduled vacation or on a designated holiday shall be considered vacation or holiday—it will not be retroactively designated as sick leave.
6. Employees shall not earn sick leave allowance while on a leave of absence without pay. A sick leave allowance is earned for the first thirty consecutive calendar days during which sick pay is received, and for the first ninety consecutive calendar days of absence because of a job-related illness or injury.

Upon separation from employment, accumulated sick leave is not payable. However, if separation is due to retirement and the employee is a vested member of IMRF, the accumulated sick time will be counted toward additional service credit when calculating a retiring employee's retirement benefit.

*Adopted by the Niles Public Library District Board of Trustees 7.1.92  
Revised 6.19.96; 4.16.08; 8.20.08; 4.22.13; 3.19.2014; 4.16.2014; 11.18.15; 12.14.16*