

*Sick Leave with Pay
(Exception Code S)*

Sick leave is defined to mean a necessary absence from duty due to illness, injury or exposure to contagious disease and may include absence due to illness or death in the immediate family of the employee or necessary attendance upon a member of the immediate family who is ill, subject to the provisions of Section 5.0623 of the Personnel Rules.

Personnel Rule 5.06231 and Union contract provisions define immediate family.

Employees, whose work week is thirty-five (35.0) hours, non-standard or non-standard/non-exempt, shall accrue four (4) hours for each bi-weekly period of service to a maximum balance of 875 hours; employees whose work week is forty (40.0) hours, shall accrue five (5) hours for each bi-weekly period of service to a maximum balance of 1000 hours. Accrued hour balances are recorded on direct deposit receipts or may be obtained by contacting your human resources office. Sick Leave does not accrue for any time during which an employee is on leave without pay.

The discharge of accrued sick leave must be requested and approved and in accordance with the policy and procedures in effect at the employee's workplace. Employees must notify his/her immediate supervisor in accordance with the office policy when it is necessary for them to be absent from duty as scheduled.

Sick leave with pay due to illness in the immediate family is limited to ten (10) working days within any calendar year.

In accordance with RIGL 36-4-63, after utilizing three (3) consecutive calendar days of sick leave, an employee must present documentation in support of their absence due to illness which is deemed satisfactory by the appointing authority.

Nothing herein contradicts or restricts an employee's entitlement to FMLA leave. In addition, the discharge of accrued sick leave shall be counted towards an employee's entitlement under FMLA.