

*Sick Leave in Advance of Accrual*

An employee may submit a request to the human resources office for approval to be advanced up to eighty (80) hours of sick leave with pay, provided that all leave accruals have been exhausted and the employee agrees that future accruals of sick leave shall be applied against such advance until the balance is reimbursed.

An employee may be advanced up to an additional eighty (80) hours of sick leave with pay upon request of the human resources official, approval of the Personnel Administrator and notice to the Controller, provided that all leave accruals have been exhausted and the employee agrees that future accruals of sick leave shall be applied against such advance until the balance is reimbursed.

In all such cases, satisfactory medical evidence is required in support of the request. In addition, length of service and attendance history is taken into consideration when reviewing such requests for approval.

