

**PIONEERLAND LIBRARY SYSTEM  
BOARD POLICY**

<b>Policy:</b> Sick and Safe Leave	<b>Policy number:</b> 1200
<b>Policy Date:</b> April 17, 1997	<b>Revision Date:</b> December 21, 2024
<b>Approved By Personnel Committee:</b>	<b>Approved by the Board:</b> December 21, 2023
<b>Distributed To:</b> PLS Staff	<b>Number of Pages:</b> 1

**Purpose:** Sick and Safe Leave – Accrual and Use

**Eligibility:** **Effective January 1, 2024:** Sick and safe leave shall be accrued by all PLS employees at the following rate:

- Employees working 1-19 hours/week = .0334 hours per hour worked. Employees working 1-19 hours/week may accumulate up to 80 hours of sick leave. There is no payout of unused balance upon termination of employment.
- Employees working 20-40 hours/week = .0462 hours per hour worked. Employees working 20-29 hours/week may accumulate up to 400 hours of sick leave, and employees working 30-40 hours/week may accumulate up to 800 hours of sick leave.

Sick and safe leave may be used as it is accrued and with retention of job status and pay. Employees must report all use of sick leave on their payroll voucher.

**Use:** Sick leave may be used for absence from work due to (1) the employee’s mental or physical illness, treatment, or preventative care; (2) care of a sick family member or a family member in need of preventative care or treatment; (3) absence related to domestic abuse, sexual assault, or stalking of the employee or a family member; (4) closure of the employee’s work-place due to weather or public emergency or closure of a family member’s school or care facility due to weather or public emergency; (5) inability to telework and (6) a determination by a health care provider that the employee or a family member is at risk of infecting others with a communicable disease. All accrued sick leave may be used with retention of job status and pay. Employee must notify supervisor of use of sick leave as far in advance as possible. Employer may require documentation regarding reason for sick leave use after more than three consecutive days.

Family member is defined as: spouse or domestic partner; a child, including foster child, adult child, legal ward, child for whom the employee is legal guardian, or child to whom the employee stands or stood in loco parentis; a parent, stepparent, or a person who stood in loco parentis when the employee was a minor; a sibling, stepsibling, or foster sibling; a grandchild, foster grandchild, or step grandchild; a grandparent or step grandparent; a child of a sibling of the employee, a sibling of the parents of the employee, a child-in-law or sibling-in-law, or; any other individual related by blood or whose close association with the employee is the equivalent of a family relationship, or; up to one individual annually designated by the employee.