

SICK LEAVE

PURPOSE

To assure that employees are afforded reasonable opportunities to address the medical needs of themselves and their immediate family members without loss of pay.

SCOPE

This policy applies to employees in the state civil service except Conservation and Excise Officers and employees appointed on a temporary or intermittent basis.

STATEMENT OF POLICY

It is the policy of the State of Indiana that employees should have reasonable opportunities for time away from work without loss of pay to handle illness, injury, legal quarantine and attending visits with health care providers for themselves and immediate family members and members of their household who are dependent upon them for care during illness or injury.

Full-time employees shall accrue seven and one-half (7.5) hours of sick leave for each two (2) months of employment and an additional seven and one-half (7.5) hours of sick leave for each four (4) months of employment. Part-time employees working at least fifty percent (50%) of full-time shall accrue three and three-quarters (3.75) hours of sick leave for each two (2) months of employment and an additional three and three-quarters (3.75) hours of sick leave for each four (4) months of employment.

Sick leave rolls over and accumulates. No sick leave is paid out except under the Retiree Flexible Spending Program at 31 IAC 5-10.

A dismissed employee shall forfeit all accrued but unused sick leave.

An employee who resigns in good standing after June 30, 1982, and is subsequently rehired shall have reinstated immediately after rehire, any sick leave that was accrued but unused and uncompensated at the time of resignation.

REFERENCES

31 IAC 5-8-331 IAC 5-931 IAC 5-10

EFFECTIVE DATE August 1, 2012

Supersedes Sick Leave Policy issued July 1, 2011

APPROVAL _____



Daniel L. Hackler, State Personnel Director

Date Aug. 1, 2012