

March 4, 2013

MEMO: All Departments and Employee's

Effective September 1, 2012 the new employee handbook policy became effective. Commencing on page 23 of the employee handbook is a section regarding sick leave benefits.

In the second (2nd) paragraph on page 24 of the handbook the policy states: "Employees may use sick leave benefits for an absence due to personal illness or injury or for the illness or injury to a family member." The policy then defines family.

In the sixth (6th) paragraph on page 24 the policy reads; "Before returning to work from a sick leave of three (3) calendar days or more, an employee who has been off work due to illness or injury, must provide a physicians verification that he or she may safely return to work." A copy of this physicians verification slip is to be turned in to your direct supervisor, who shall retain a copy for their records before submitting the original to the Auditor's office to be put in the employee's permanent medical file.

In the body of the seventh (7th) paragraph of page 24 the policy indicates; "Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence."

Any employee absent for three (3) or more calendar days who has not submitted a physician's verification will not receive sick pay.

Family Medical Leave Act (FMLA):

Any employee who is off work due to illness, injury or the illness or injury of a family member is responsible for completing and submitting all necessary FMLA paperwork and submitting it to their direct supervisor, who shall retain a copy for their records and submit the original to the Auditor's office to be put in the employee's permanent medical file.

Employees who do not complete and submit FMLA paperwork risk their position; the family medical leave act was enacted to protect the employee, but with that protection are certain responsibilities. FMLA paperwork is to be submitted **prior** to an absence, unless the situation is an emergency then the paperwork is to be completed and submitted to the employee's supervisor as quickly as possible, the supervisor will in turn make a copy and submit the original to the Auditor's office in a timely manner.