
 Town of Swansboro	Personnel Policy		Holidays and Leaves of Absence Sick Leave	
	Number: Article VII; Section 12	Revisions: 1 of 1	Effective Date: August 1, 2014	Page of 1 1
	Supersedes:		Approved By: 	

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 12. Sick Leave

Sick leave benefits are a privilege and not a right that an employee may demand. Sick leave may be granted to a probationary or regular employee absent from work for any of the following reasons: sickness, bodily injury, disability caused by pregnancy or childbirth, required physical or dental examinations or treatment, or exposure to a contagious disease, when continuing work might jeopardize the health of others.

Sick leave may be used when an employee must care for a member of his or her immediate family who is ill but may not be used to care for healthy children when the regular caregiver is sick. (Immediate family includes spouse, child, parent, brother, sister, grandparent and grandchild of the employee or the spouse.)

Sick leave may also be used to supplement Workers' Compensation Disability Leave both during the waiting period before Workers' compensation benefits begin, and afterward to supplement the remaining one third of salary, except that employee may not exceed the regular salary amount using this provision.

Notification of the desire to take sick leave should be submitted to the employee's supervisor prior to the leave or according to departmental procedures, two (2) hours minimum. If an employee is unable to report to work, the employee must notify their supervisor two hours prior to the beginning of the regular scheduled work day. If the employee cannot call, the employee must have someone else call.

Department Heads may require that employees obtain a physician's statement describing the nature of illness and/or attesting to one's capacity to resume work duties. Failure to properly notify the supervisor or provide necessary medical documentation may result in time being charged to leave without pay; disciplinary action up to and including termination may also result.