

STATE OFFICE SICK LEAVE POLICY

PURPOSE:

The purpose of this policy is to establish a procedure to be followed when a salaried or hourly rated, permanent employee, becomes unable to work as a result of an illness or injury which is determined to be non-work related and not compensated under the Pennsylvania Worker's Compensation Laws.

GENERAL:

1. It is the responsibility of the State Administrator to maintain records of employees on sick leave and to review such records with the Council of Governors.
2. Eligibility:
 - a. Effective the first of the month following a three-month probationary period, an employee will earn one day of sick leave for each month of completed service to a maximum of ten days a year. An employee's year for the purpose of administering this policy shall begin with the anniversary date of the employee's hiring and end at the end of the ensuing twelve-month period. Sick leave days not taken shall not accumulate from one year to the next year.
 - b. In a case where the illness or injury is such that it requires the employee to be absent from work beyond the employee's allotted sick leave the employee shall take any remaining vacation days as paid sick leave. Should the employee still be unable to return to work after using all sick leave days and remaining vacation days the following shall take place: Extension of sick leave beyond the times as set forth above must be reviewed by the Council of Governors upon recommendation of the State Administrator. The Council of Governors shall have the final say as to whether or not such an extension is granted.