



Policy 4-16 Sick Leave

Regular full-time employees may be granted sick leave, which starts accruing on his or her hire date at a rate of one (1) day per month of continuous service, up to twelve (12) days per year.

IMRF Eligible (part-time) positions may accrue twenty-four (24) hours per fiscal year. IMRF Eligible (part-time) positions accrue their Sick Leave at the first full pay-period following the point at which that employee hits the IMRF hours threshold in any given fiscal year. At that point they receive the twenty-four (24) hours. Then, upon return to work the following fiscal year, they begin, again, and earn their next twenty-four (24) hours after hitting the IMRF hours threshold for that year.

If you are using your sick leave for a personal illness, you would continue to be eligible to accrue sick leave except as outlined in other policies related to FMLA, Workmen's Compensation, or Disability.

Sick leave should not be used in units of less than two (2) hours at any one time. Please let your supervisor know that you will be absent from work due to illness as early as possible. Only accrued sick leave may be taken.

In addition to utilizing leave in the event of your own illness, leave may also be used for the purpose of visiting doctors, dentists, or other recognized practitioners. Pursuant to the Employee Sick Leave Act, employees may also use personal sick leave benefits for absences due to an illness, injury, or medical appointment of the employee's: child (step, grand), sibling, (grand, step) parent, mother(in-law), father(in-law). Be advised that accrual of days toward FMLA would occur.

Sycamore Park District may, in its sole and absolute discretion, require a doctor's certificate verifying the necessity for absence(s) and the specific illness, injury, or other disability to which the absence is attributed.

If you are on an approved leave of absence for less than thirty (30) days, your leave eligibility will not be affected. Any accrued leave will be paid at the time the leave begins. Should the leave extend beyond thirty (30) days, sick leave will not continue to accrue.

In the event of an illness or injury which is covered by workers' compensation insurance, this Sick Leave Policy will not apply, but will defer to state statutes.



All eligible full-time and IMRF employees will be allowed to accumulate unused sick leave to a maximum of 240 days, however, unused sick days are not paid out upon separation of employment. This may allow the employee to qualify for a maximum of one year (240 days) of additional service credit with IMRF for unused, unpaid sick days earned. The service credit is earned at the rate of one month for every 20 days of unused, unpaid sick leave or fraction thereof. The effective date of pension must be within 60 days of the employee's termination/retirement, and all changes in IMRF regulations on this matter will supersede what is contained herein.

Adopted On:

Revised On: October 2016

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