

ERIE COUNTY SHERIFF'S OFFICE POLICIES AND PROCEDURES

8.01 SICK LEAVE (PART TIME EMPLOYEES ONLY)

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Sick leave credit for part time employees shall be earned at the rate of .0575 hour for each hour worked. Part time employees are not entitled to sick leave payout upon separation from employment.

Sick leave shall be granted to a part time employee upon approval of the Employer for the following reasons:

1. Illness or injury of the employee.
2. Death of a member of the immediate family.
3. Medical, dental, optical examination, or treatment for the employee, which cannot be scheduled during non-working hours.
4. If a member of the immediate family is afflicted with a contagious disease or requires the care and attention of the employee or when, through exposure to a contagious disease, the presence of the employee at his/her job would jeopardize the health of others.
5. Pregnancy and/or childbirth and other conditions related thereto.

The Employer may require an employee to furnish a written statement justifying the use of sick leave. Falsification of either a signed statement or a physician's certificate shall be grounds for disciplinary action including dismissal.

When an employee is unable to work, he/she shall notify his/her immediate supervisor or other designated person at least one (1) hour before the time he/she is scheduled to work on each day of absence, unless emergency conditions make it impossible or unless the employee has made other reporting arrangements with his/her immediate supervisor.