


<h2 style="margin: 0;">Campbell County Fire Department</h2> <h3 style="margin: 0;">Policy</h3>		
<p>General Administration</p>	<p><i>Sick Leave</i></p>	 <p>900.403</p>

PURPOSE:

The Fire Department provides paid sick leave for employees under certain circumstances, in order to help them maintain their income during qualifying authorized absences. Sick leave should be treated as a form of insurance and not as extra days off from work. The Fire Department will provide compensation for such absences according to the policy below. In addition, eligible employees may have leave rights as defined under the Family and Medical Leave of Absence Policy (FMLA). If an eligible employee has leave rights under the Family and Medical Leave of Absence Policy, then both policies will apply.

SCOPE:

This policy applies to all career employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. Sick Leave may be used in quarter (1/4) hour increments when absence from work is necessary due to,
 - a. An employee's:
 - i. Incapacity due to illness or injury.
 - ii. Medical, dental and psychiatric examination, appointment or treatment. Appointments should be scheduled in a manner that minimizes the adverse impact to the department. Sick leave will be limited to the duration of the appointment (including wait time), and the time reasonably necessary for travel.
 - iii. Incapacity due to pregnancy, prenatal medical care, or childbirth.
 - b. Or for an employee to:
 - i. Attend the prenatal medical care appointments or the birth of their child.
 - ii. Care for a baby following birth or adoption placement. Sick leave pay for the care of a newborn or adopted baby will be limited to two weeks immediately following birth or placement except as otherwise provided under the Family and Medical Leave of Absence Policy.
 - c. Or when an eligible member of the employee's family:
 - i. Is incapacitated due to illness or injury and the employee is needed to provide care.
 - ii. Is ill or injured and, due to the seriousness of the situation, the presence of the employee is necessary for the psychological care and comfort of the family member.

<p>Initial Approval: 3/28/07 Revision Date: 3/24/10, 3/16/2011</p>	<p>Page 1 of 3</p>	<p>Sam Saunders, Chairman</p> <p>ORIGINAL SIGNED</p>
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- iii. Has a medical, dental, or psychiatric examination, appointment or treatment and the family member is a dependent child or unable to travel to or from the appointment alone. Appointments should be scheduled in a manner that minimizes the adverse impact to the department. Sick leave will be limited to the duration of the appointment (including wait time), and the time reasonably necessary for travel.
 - iv. Eligible family members include: The employee's spouse, child(ren), step-child(ren), parent(s), step-parent(s), sibling(s), step-siblings(s), grandchild(ren), grandparent(s), legal guardian. Also included are the parents of the employee's spouse and additional members of the employee's household.

- B. All full-time regular employees shall accrue paid sick leave at the rate of 3.70 hours per bi-weekly pay period. Regular part-time employees working at least 20 hours per week will accrue sick leave on a pro-rated basis. (See Policy 900.101 for example of pro-rated calculation.)

- C. Sick leave is not payable upon termination and will not be counted as time worked in the computation of overtime or compensatory time.

- D. The maximum total sick leave accrual for regular full-time employees shall never exceed 720 hours. The maximum allowable sick leave accrual will be pro-rated for part-time employees. Sick leave will continue to accrue during paid leaves for a period not to exceed six months. Sick leave will accrue during Workers' Compensation Leave for a period not to exceed six months. Sick leave will accrue during Military Leave for a period not to exceed five years. Unless specifically stated otherwise, sick leave will not accrue during unpaid leaves

- E. Requests for sick leave must be presented to an employee's immediate supervisor as soon as possible but no later than the beginning of the employee's scheduled shift.

- F. Unless inconsistent with the Family and Medical Leave of Absence Policy, an employee on sick leave, either paid or unpaid, may be required at any time to provide a certificate from a physician verifying the employee's or the employee's family members' incapacity. In cases of employee illness qualifying as a serious health condition under FMLA, or lasting five or more consecutive regularly scheduled work days, employees will be required to submit a work release provided by their physician prior to returning to work.

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- G. Unauthorized absences and/or absences in excess of that allowed by this policy except for approved FMLA leave, are grounds for disciplinary action, up to and including termination.
- H. In the event of absence occasioned by an injury or illness which is compensable under Wyoming Workers' Compensation, the employee may elect to receive only Workers' Compensation Temporary Total Disability (TTD) benefits or receive their accrued sick, vacation, holiday and compensatory pay. It is the employee's responsibility to notify the Comptroller of their election in writing. If the employee does not notify the Comptroller, the employee will be paid all applicable accrued banks of leave prior to going on unpaid leave. Once paid, payroll will not be adjusted and banks of accrued leave will not be reinstated.
- I. If an employee receives both TTD benefits and Fire Department compensation for the same period of time, he/she must repay the Fire Department the TTD benefits received while receiving sick leave pay.
- J. Requests to transfer sick leave accruals from one employee to another will be considered and first approved by the Fire Chief and/or Comptroller and then by the Joint Powers Fire Board on a case-by-case basis. A "Sick Leave Transfer Request" should be submitted to the Financial Specialist or Comptroller. Employees must exhaust all banks of paid leave before they will be allowed to receive a transfer of sick leave from another employee.