**406 Sick Leave (4/2024)**

1. Sick Leave is time off, with pay, granted to regular employees for periods of illness and time required for medical appointments. This section shall also apply to victims of domestic violence, sexual assault or stalking who need time off for medical attention, to obtain services from a shelter or Crisis Center, for counseling or safety planning.

Regular employees shall accrue Sick Leave at the rate of one hour for each 30 hours of work. Employees may carry over 30 hours of Sick Leave from one calendar year to the next. An employee unable to work because of illness, injury or pregnancy must notify his or her supervisor immediately. If the employee is unable to notify their supervisor, he or she may appoint a designed to provide notification.

An employee who is absent 5 or more consecutive work days must provide a physician statement verifying his or her inability to work. This statement must be submitted to their supervisor who may verify the statement (possibly contact the attending physician).

1. The Parish may require an attending physician’s statement for absences of less than 5 consecutive work days and reserves the right to require an examination by a physician of the Parish’s choice.
2. No payment shall be made beyond the amount accrued.
3. No payment for Sick Leave accumulated will be made upon termination.