



Each employee in a benefits eligible position earns Sick Leave each pay period, which may be accumulated without limit. Sick Leave may be used whenever an employee is unable to work because of illness or disability, pregnancy or pregnancy-related problems, adoption of a child or initial placement of a foster child in an employee's home, or for visiting a doctor, dentist, or other recognized health practitioner during working hours as accrued.

Use of Sick Leave may be authorized in case of an illness in the employee's family, which requires the employee's absence from work. Family shall be defined to include persons related to the employee by blood, marriage, or adoption and minors residing in the employee's residence as a result of a court proceeding.

Sick Leave for non-exempt employees must be taken in one-quarter hour increments. Sick Leave for exempt employees must be taken in four-hour increments. The Appointing Authority or designee may require leave requests be submitted in advance. The Appointing Authority or designee may request documentation of to verify the need for absence due to medical needs only under the advisement of Human Resources. The Appointing Authority or designee may also request a physician's release to return to work, under advisement of Human Resources. If the employee fails to provide the requested documentation, the use of Sick Leave may be denied.

An employee who retires with eight years or more of state service and has 800 hours or more of accumulated Sick Leave to his/her credit at the time of retirement shall be paid a portion of the Sick Leave.

*Reference: K.A.R. 1-9-3; K.A.R. 1-9-5; K.A.R. 1-9-14*