225 Sick Leave

225.1 Accumulation of Sick Leave

All active employees, except emergency, intermittent and temporary, are granted a sick day the first working day of the month and may be permitted to use it that month. New employees or employees returning from leave must be active half the calendar days of the month in which they start or resume employment in order to be granted a sick day for that month. Part-time employees are granted sick leave based on the ratio of the number of hours worked to the total number of full-time working hours. For example, an employee who works half days accrues one-half day of sick leave a month. There is no limit on the number of sick days you can accumulate.

Intermittent employees shall be credited with one hour sick leave for each 21 hours and 45 minutes in paid status, minus overtime and other premium paid time.

Employees who end state employment without using up accumulated sick leave and later return to full-time or regularly scheduled part-time state employment within five years from the date of termination may request to have the accumulated sick leave credited back to their account. If you were paid for one-half of your sick days upon termination, you may buy back those sick days and have full days restored to your record. This provision applies only if you terminated after March 31, 1980. It does not apply if the sick leave was credited toward your retirement.

== 225.2 Use of Sick Leave

01-05-2005

A. Request

You request sick leave on HFS 2053, Employee Absence Request/Report, reasonably in advance of the time it will be used, except when the use of unscheduled sick leave is necessary because of a sudden illness or medical emergency. You may be required to document the reason for sick leave use if there is reason to suspect sick leave abuse.

B. Time Increments

Employees may take a minimum of one-half (1/2) hour of sick leave. Supervisors may grant employee requests to use sick leave in increments of fifteen (15) minutes after a minimum use of one-half (1/2) hour.

A part-time employee cannot use sick leave in daily increments greater than the fractional rate at which it was accrued. For example, if you normally work a half day, you cannot use more than a half day's sick leave each day.

C. Allowable Use

Sick leave may be used for illness, medical or dental appointments, or disability or injury of the employee or the employee's immediate family or household. When a member of your immediate family or household dies, you may use sick leave for making funeral arrangements, traveling to and from the funeral site, attending the funeral and other purposes associated with the interment of the deceased. You cannot use sick leave for settling the deceased's affairs, administering the deceased's estate, other probate work or for similar activities.

"Immediate family or household" means your spouse, children, grandchildren, stepchildren, mother, father, brother, sister, or any relative or person living in your household for whom you have custodial responsibility or where such person is emotionally and financially dependent on you and where your presence is needed.

You may also use sick leave in the event of the death of grandparents, parents-in-law, brothers or sisters-in-law and sons or daughters-in-law.

D. Order of Use

Sick leave is used in the following order:

1. Sick leave earned prior to January 1, 1984.
2. Sick leave earned on or after January 1, 1998.
3. Sick leave earned between and including January 1, 1984 and December 31, 1997.

E. Extra Personal Day

Starting January 1, 1995, full-time employees who work a full calendar year without using sick time are granted an additional personal day in the subsequent calendar year. Part-time employees are granted a prorated personal day.

== 225.3 Visits to a Veterans' Hospital

You may take four days a calendar year without charge to sick leave for visits to a Veterans' hospital or clinic for exams needed due to a military service-connected disability. You remain in pay status during these visits.

225.4 Service-Connected Injury or Disease

If you suffer an on-the-job injury or contract a service-connected disease, you may receive full pay for up to five work days (including holidays) of authorized absence from work during the calendar week of the accident or illness without charge to sick leave or use of other benefit time. A calendar week is the seven consecutive days beginning with the day of the accident or illness. The absence must be medically necessary and verified by a doctor's statement. You are not required to use all your sick leave before being granted a leave of absence for a service-connected disability.

== 225.5 Non Service-Connected Injury or Disease

You must use all accumulated sick leave (except less than one-half (1/2) hour) before being granted a leave of absence for a non service-connected disability.

225.6 Advancement of Sick Leave

If you have more than two years of continuous service and your personnel records warrant it, you may be advanced up to ten working days of paid sick leave with the approval of the Division of Personnel and Administrative Services and the Department of Central Management Services. The advance is charged against sick leave accrued after you return to employment. Requests for advancement of sick leave must be made before the advance is needed.

== 225.7 Sick Leave Bank

01-17-2003, 01-05-2005

The Sick Leave Bank allows staff members to pool a designated number of their sick days. It helps member employees who encounter, or whose immediate family members encounter, a severe or life threatening illness or injury, or injury of catastrophic proportions.

Membership in the Bank is voluntary and open to staff who:

- have worked full-time for six months with the State of Illinois, and
- have accumulated a minimum of five sick days at the time of enrollment.

At least one earned sick day must be donated to become enrolled as a member. Additional sick days may be donated at anytime. Once sick days are donated, the member loses any future rights to those days. Members who transfer from one agency to another also transfer their participation in the Bank.

To be eligible to draw from the Sick Leave Bank, members must have a minimum of six months service and must have exhausted all usable available benefit time. At least 60 days have to elapse between initial enrollment and utilization of the Bank. Proof of a severe, life threatening or catastrophic illness or injury is required. Members may use up to 25 work days from the Bank per twelve (12) month period.

Members compensated under the Workers' Compensation Act or Workers' Occupational Diseases Act are not eligible for Sick Leave Bank use.

Complete Form HFS 3755, Sick Leave Bank Membership Application, to enroll in the program. Complete Form HFS 3755B, Request for Use of the State of Illinois Sick Leave Bank, to request use of Sick Leave Bank days.

To obtain the forms, contact the Division of Personnel and Administrative Services.

225.8 **Effect of Employment Termination on Sick Leave**
01-05-2005

When ending state employment, you receive a lump sum payment for one-half of unused sick days earned January 1, 1984, through December 31, 1997.

You receive retirement service credit upon retirement, after certification of the unused amount of sick days by the last employment department, for:

all accumulated unused sick days earned before January 1, 1984;
all accumulated unused sick days earned after December 31, 1997; and
one-half the accumulated unused sick days earned January 1, 1984 through December 31, 1997.

When known to be terminating, you may be required to document the reason for the use of sick leave. The head of the office notifies the Payroll Unit in writing when approving sick leave use in this case.

Sick leave is used in the following order:

Sick leave earned prior to January 1, 1984.
Sick leave earned on or after January 1, 1998.
Sick leave earned between and including January 1, 1984, and December 31, 1997.

A supervisor is not authorized to approve the use of sick time when an employee is known to be terminating. The Division of Personnel and Administrative Services' approval is required for the terminating employee to use sick time. You cannot extend employment through the use of sick time.

Warning

You may not terminate state employment with the intention of immediate rehire for the purpose of receiving payment for accumulated unused available benefit time.