

3. When an employee becomes ill it shall be incumbent on said employee to notify his or her immediate supervisor before the start of the shift on the first day of illness and the probable date of return to work. Absence due to illness for over three consecutive days must be substantiated by a certificate from a practicing physician describing the nature of the illness, date treatment began, and date of discharge or probably date or discharge, from treatment.

a. If the supervisor suspects that there is an abuse of sick leave, the employee is to be put on notice that a Doctor's certificate confirming his illness must be submitted upon his return to work from his next sick leave, even though this may be less than three days. Failure to notify the supervisor of illness or abuse of sick leave will be considered sufficient cause for disciplinary action.

4. Absence due to injuries incurred while on duty shall be substantiated by a sick leave request, however absence for such injuries shall not be deducted from any leave earned by the employee if the injury is covered by Workmen's Compensation.

5. Employees leaving County employment are not entitled to compensation for unused sick leave, except that employees retiring after twenty (20) years with exceptional attendance records may be awarded additional compensation on the basis of unused sick leave by approval of the Personnel Board.

6. Regular part-time employees shall receive one-half Sick Benefits in accordance with the regulations for full-time employees in case of illness. Regular part-time employees shall be those who work not less than one-half of the ~~work week, or 17½ hours.~~ **WORK WEEK APPLICABLE TO THE DEPARTMENT TO WHICH HE IS ASSIGNED.**

I. Maternity Leave

1. In maternity cases, no employee may continue on active duty beyond the second month prior to the expected date of delivery.

2. No employee may return to active duty for a minimum of six weeks after delivery and then only if a vacancy is available. The employee must provide a certificate from her physician stating that she is able to resume her duties.

3. The approval of maternity leave shall not be interpreted to mean that the employee granted leave will upon her return be restored to the position she leaves unless the position is vacant and available or filled by a temporary employee. If not restored to the position left, the employee's name will be placed on priority re-employment list for positions for which qualified for a period of one (1) year.

J. Holiday Leave

a. All employees permanent and probationary, shall be granted holiday leave as prescribed in the Merit System Rules. Holiday leave shall not be deducted from any other leave earned by any employee. Pay for holiday leave will only be authorized if the employee is available for work or on authorized leave on the regular work day preceding and the regular work day after such holiday leave.

b. Regular part-time employees shall receive one-half Holiday benefits in accordance with the regulations for full-time employees in cases