

**PERSONNEL
LEAVES**

Use of Sick Leave

In any instance where an employee takes sick time off, and does not have any sick leave earned, the time off will be charged to vacation time. It is the employee's responsibility to record the correct category of leave on their weekly timesheet.

Leave approved under GO/4150 where the employee's pay is docked, shall be limited to two occurrences. Employees who exceed the limit may face disciplinary action.

Exceptions, in extenuating circumstances, may be granted by the Executive Director.

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See Also: GO/4153.1R Sick Time