



Personnel Department

County of La Crosse, Wisconsin

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SICK LEAVE

OVERVIEW

This benefit is offered to provide pay continuation when employees are ill or when attending necessary medical appointments. In order to ensure that you will get paid when you are off work due to an accident or illness, you must build up your sick leave bank for these emergencies.

SICK LEAVE AND PROBATION

Sick leave is *accrued* during the probationary period (and after) on a bi-weekly basis, based on the hours you work. However, you may not use sick leave until you get notice that your probation has been completed.

BALANCE INDICATED ON YOUR CHECK STUB

Your sick leave balance will appear on your check stub after you complete your probationary period. *Always save your check stubs!!*

CLAIMING SICK LEAVE

When using sick leave, record your usage on the Payroll Time Record indicating the appropriate reason code and the amount of time used.

CONVERTING SICK LEAVE CREDITS AT RETIREMENT

When employees retire, a percentage of unused sick time is converted to the employee's current hourly rate of pay and can be used to pay for retiree health or dental insurance premiums as well as eligible medical expenses.

ABSENCES OVER THREE DAYS OR FOUR DAYS IN A MONTH

If you have an absence exceeding three consecutive days or four random days in a month, you will need to provide a doctor's slip authorizing your time off.

NO SICK LEAVE ACCRUAL IF ON UNPAID TIME

You will not accrue benefits if you are in unpaid status.

CONTACT FOR QUESTIONS

If you have questions on how much time you have coming, look at your check stub. If you feel there is a discrepancy on your balance, contact Lisa Wille in the Personnel Department at 785-9685.