

## **Leave Benefits – Catastrophic Sick Leave**

**Policy Number: 140**

In recognition of long term employment of employees, an employee may accumulate more than 720 working hours of sick leave, as provided under Policy Number 170 of these policies. Accumulation of such additional sick leave shall be as provided in the following manner:

When an employee has accumulated 720 working hours of sick leave, he or she shall continue to accrue sick leave, which will be placed in a special catastrophic sick leave fund for that employee.

The maximum catastrophic sick leave accumulation shall be 500 working hours.

Recording of catastrophic sick leave will be maintained on the computer records of the County Auditor's Office. All such records will be subject to audit by the County Board or their designee.

Use of catastrophic sick leave shall only occur after all of the regular sick leave and accumulated vacation time has been exhausted. Illness or other use of regular sick leave, which brings an employee below their regular sick leave maximum, shall suspend accumulation to the catastrophic sick leave account until such time regular sick leave is again at the maximum.

Catastrophic sick leave shall be excluded from the calculation and payment of severance pay pursuant to Policy Number 170.

For sick leave donation refer to Policy Number 170.