

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**



SUBJECT: USE OF SICK LEAVE BENEFITS

**POLICY
NO.:** 756.5

PURPOSE: To state County regulations regarding the use of sick leave benefits and to avoid abuse of such benefits.

POLICY: The use of sick leave benefits is restricted to absences due to illness, injury, pregnancy, or with the prior approval of the Director or designee for:

1. Scheduled medical or dental care.
- 2 Any personal reason that does not interfere with the public service mission of the Department or County to a maximum allowable in accordance with the Los Angeles County Code and applicable Memorandum of Understanding (MOU).

Any other use of sick leave benefits is illegal and entry on the timecard for such purpose is a fraudulent act. Employees engaged in such acts will be subject to disciplinary action, up to and including, discharge.

An employee who is compelled to be absent because of sickness or injury, or for non-emergency medical or dental care, may elect to use accrued vacation, overtime or holiday time to cover sick leave, with the exception of employees on part-pay sick leave. Use of vacation, overtime, or holiday time to cover sick leave requires prior management approval.

Sick leave may be taken off in fifteen (15) minute increments. An employee may use up to seventy-two (72) hours of sick leave as personal leave in a calendar year.

Sick leave at part-pay can only be utilized when all full-pay sick time is exhausted and after 5 consecutive calendar days have elapsed since the first day of injury or illness, except if the injury or illness results in hospitalization. In that case, part-pay sick leave will begin on the first day of illness or injury.

An employee who demonstrates a clear pattern of absenteeism (such as absenteeism in conjunction with regular days off (RDOs), weekends, holidays, or vacation time off) may be placed on medical certification.

APPROVED BY:

EFFECTIVE DATE: May 1, 2005

SUPERSEDES: February 1, 2005

PAGE 1 OF 2

**DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**

SUBJECT: USE OF SICK LEAVE BENEFITS

POLICY NO.: 756.5

Management must offer Family Medical Leave to an employee who must be absent for three (3) or more days for his/her health or other qualifying absence, as specified in DHS Policy No. 756.6, "Family and Medical Leave Act."

AUTHORITY: Los Angeles County Code Sections 6.20.050, 6.20.015, 6.20.030

**CROSS
REFERENCE:** DHS Policy Nos.: 751, "Attendance"
756, "Leaves of Absence for Personal Reasons"
756.6, "Family and Medical Leave Act."

EFFECTIVE

DATE: May 1, 2005

SUPERSEDES: February 1, 2005

PAGE 2 OF 2