

General Sick Leave Guidelines

- An employee can use sick leave for personal illness or injury, exposure to a contagious disease, appointment for medical or dental examination or treatment, sickness during pregnancy or other temporary disabilities, treatment for alcoholism, caring for ill members of the immediate family, and caring for an adoptive child.
- The use of sick leave is subject to verification. The agency may require a certificate of a health care practitioner verifying the need for sick leave and giving the inclusive dates.
- If an employee on annual leave becomes ill, the portion of leave attributed to the illness may be used as sick leave at the agency's discretion.
- An agency can request a second opinion in compliance with the Americans with Disabilities Act (ADA) and Family Medical Leave Act (FMLA) guidelines. If a second opinion is requested, the agency will be required to cover the expenses. The agency may also select the doctor to use for the second opinion.