



Cochise County Board of Supervisors

Public Programs...Personal Service
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Policy Title: Earned Paid Sick Leave, A.R.S. Title 23, Article 8.1

Policy Number: 2211

Effective: December 16, 2018
Supersedes: *Human Resources Policy Manual, Administration of Leave Policy, Sick Leave Section, Feb 1, 2017; p28-30.*
Last Reviewed/Updated: October 9, 2018
Scope/Coverage: Cochise County Employees
Policy Contact: Human Resources

I. **Accrual and Carryover A.R.S. §23-372**

- A. Regular full-time employees shall receive 40 hours of sick leave each year.
 - 1. On January 1st each employee shall be allocated 40 hours of paid sick leave in a lump sum available for immediate use.
 - 2. Employees who commence employment on or after February 1 of each calendar year shall receive a pro-rated number of hours based upon the remaining months of the calendar year.
 - 3. All unused sick leave on December 31st will be transferred to **Personal Leave**.
- B. Regular part-time and temporary employees shall earn 1 hour of sick leave for every 30 hours worked.
 - 1. Accrual of earned paid sick leave shall stop at 40 hours per calendar year.
 - 2. Accrued sick leave shall be carried over to the next calendar year.

II. **Use of Earned Paid Sick Leave A.R.S. §23-373**

- A. Employees may take, and supervisors must permit, earned paid sick leave in accordance with **A.R.S §23-373**.
- B. Earned paid sick leave can be taken in increments of 15 minutes.

III. **Reporting and Recording Sick Leave**

- A. The employee is responsible for reporting all sick leave taken through the reporting system.
- B. The appointing authority or designee shall verify that all leave is properly recorded on employee's time sheet.



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IV. Disposition of Accrued Sick Leave

- A. An eligible employee who transfers between County departments shall retain any accrued Sick Leave.
- B. An employee who separates from County service shall forfeit, without compensation, any accrued Sick Leave.
- C. If the employee rehires within nine months of separation any previously accrued Sick Leave that was not used shall be reinstated.