

TYLER COUNTY POLICY ON SICK LEAVE

Eligibility

All full-time employees shall be eligible for paid sick leave. Part-time and temporary employees shall not be eligible for sick benefits.

Amount

Full-time regular employees shall accrue seven (7) hours of sick leave per month or a total of 84 hours per year. Accrual of sick leave shall start at the time an individual begins work for the county in a position eligible for the sick leave benefit.

TYLER COUNTY SICK LEAVE ACCRUAL SCHEDULE

Hrs. Accrued Per Month	Annual Accrual (hours)
7.00	84

Accumulation

240 hours of unused sick leave shall be carried over at the end of the calendar year into the next calendar year.

Maximum Accrual

The maximum accrual that can be carried over into a new calendar year is 240 hours for full-time employees. ~~The maximum amount of sick leave that an employee will have available at any given time is the unused balance at the end of the preceding month, not to exceed 240 hours.~~

The minimum amount of sick leave that may be used at any one time is four (4) hours.

Change:

The employee is allowed to continue to accrue sick time during the year, above the maximum carryover.

Maximum Available

~~The maximum amount of sick leave that an employee will have available at any given time is the unused balance at the end of the preceding month. Balance cannot exceed maximum accrual amount.~~

Change:

Remove this paragraph all together. It limits the employee on the access they have to their total accrued time.