

Amendment to Harris County Policies & Procedures -- (§11.04) Employee Sick and Family Sick and Wellness Leave

11.04 SICK LEAVE

- 11.041 The County provides all [Regular Position Employee](#) with Paid Sick Leave for absences due to personal illness, personal injury, or an appointment with a health care provider, as that term is defined in FMLA § 11.1014. *You must not work another job during the hours you miss work because you are sick or claim Family Sick and Wellness Leave.*
- 11.042 Regular Position Employees accrue Sick Leave at a maximum rate of 4 hours per pay period or a lower applicable pro rata amount based on hours compensated per week. The maximum accrual is 720 hours/90 days.
- 11.043 You cannot use Sick Leave until you first become eligible for Group Health and Related Benefits as outlined in § 9.011.
- 11.044 **Family Sick and Wellness Leave**
Employees may use up to 120 hours of Sick Leave per Payroll Year to care for an [Immediate Family Member](#) who is sick, to seek preventative or routine health care for themselves or an [Immediate Family Member](#), or to bond with their child within the first 12 months after the birth or placement of for adoption or foster care (also referred to as “parental leave”).

Family Sick and Wellness Leave is deducted from the employee’s Sick Leave balance.
- 11.045 You should tell your supervisor as soon as practicable when taking Sick Leave or Family Sick and Wellness Leave.
- 11.046 To substantiate a request for a non-FMLA qualifying reason, Department Heads may require you to provide a statement of a health care provider for any period of Sick Leave, including Family Sick and Wellness Leave.

For immediate family members not on the employee’s insurance, proof of family relationship may also be required, e.g. birth certificates, a [Certification Form](#), a marriage certificate, a court order, photos, or a combination thereof. If the Family Sick Leave also qualifies for FMLA, a completed FMLA certification may be sufficient.
- 11.047 **If you use Sick Leave or Family Sick and Wellness Leave for 4 or more consecutive workdays other than for parental leave, you *must* give your department a health care provider’s statement indicating**

the onset and duration of the illness. Otherwise, you will not be allowed to use Sick Leave or Family Sick and Wellness Leave for the 4th day. Department Heads must determine whether the absence is FMLA qualifying as soon as possible.

- 11.048 If you do not submit a healthcare provider's statement timely, you may not take Sick Leave or Family Sick and Wellness Leave for the period.
- 11.049 Department Heads who forfeited their sick leave balances when they became Department Heads get their prior sick leave balances restored if they become a [Regular Position Employee](#) again without a break in service.