

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Extended Sick Leave With Pay

CHAPTER: VII

SECTION: 4

EFFECTIVE DATE: 1/81

REVISION DATE: 7/82, 11/89, 12/92, 4/93, 7/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

In extreme circumstances of catastrophic illness or injury, the Buffalo & Erie County Public Library will consider the request of a permanent employee for extended sick leave with pay, subject to the approval of the Erie County Commissioner of Personnel and the Librarian's Professional Council (where applicable). The B&ECPL will adhere to all applicable provisions of collective bargaining agreements relating to the same.

II. GUIDELINES

A. Use of Extended Sick Leave

This benefit is intended solely for the protection of the long service career employee when illness or injury continues for an extended period, but who is fully expected to be able to return to his/her career employment.

B. Maximum Extended Sick Leave

1. Extended sick leave benefits may be granted for up to the stated cumulative maximum, for one or more periods of illness or injury.
2. In accordance with various collective bargaining agreements, employees with either ten (10) or fifteen (15) or more years of continuous service who have exhausted all of their leave credits because of extended illness or injury may, upon the written request of the department head and approval by the Commissioner of Personnel, be granted additional paid sick leave.
 - a. Employees with a maximum of ten (10) but less than fifteen (15) years of continuous service will be eligible for a maximum of three (3) additional months of sick leave.
 - b. Employees with fifteen (15) or more years of continuous service will be eligible for a maximum of five (5) additional months of sick leave.
3. No employee will be granted more than five (5) months of extended sick leave benefits during the course of their B&ECPL service.

C. Conditions of Extended Sick Leave

1. Approval for such leave must be applied for separately for each month (thirty [30] days) of continuous absence, and must be approved by the department head and by the Commissioner of Personnel.
2. All accrued time (i.e., vacation, sick leave, personal leave,

compensatory time, etc.) must be exhausted before approval for extended leave may become effective.

3. No credits for sick leave, personal leave, or vacation shall be earned during periods of extended sick leave with pay granted in accordance with this section.
4. The B&ECPL and Erie County retain the right to confer with the attending physician during such extended leave, and/or to request that an employee granted such leave is examined by a physician chosen by the B&ECPL or Erie County.

D. Abuse of Extended Sick Leave

1. Extended sick leave is intended to afford additional protection to the long service employee whose sick leave has been legitimately exhausted due to serious illness or injury. It is not intended for those who habitually use up sick leave as quickly as it accrues, in the absence of serious illness/injury, then have nothing available in the event of a real emergency.
2. Abuse of leave may result in disciplinary action.