



Illinois Department of Corrections

Administrative Directive

Number: 02.65.107	Title: Sick Leave	Effective: 6/1/2022
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Authorized by:	<i>[Original Authorized Copy on File]</i>	Rob Jeffreys Director
Supersedes:	02.65.107 effective 7/1/2021	

Authority: 5 ILCS 400/10 730 ILCS 5/3-2-2 80 IAC 303.90 – 303.112	Related ACA Standards: 5-ACI-1C-01
Referenced Policies: 02.65.106, 02.65.173, 03.01.301	Referenced Forms: DOC 0126 – Notification of Absence DOC 0140 – Employee Time Sheet

I. POLICY

The Department shall ensure employees, excluding emergency, temporary, part-time daily rate and part-time hourly rate employees, shall be granted sick time in accordance with the provisions in this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish a written procedure governing the responsibility of staff regarding the accrual and use of paid sick leave.

B. Applicability

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted annually in accordance with the facility internal review schedule.

D. General Provisions

1. Full-time employees on pay status on the final regular workday of the preceding month, shall receive one sick day on the first of each month.
2. Full-time employees who are in pay status for at least one-half of their scheduled workdays for the month shall earn a sick day for that month. This includes employees who begin employment or return from a leave of absence after the first of the month or employees who have broken service during the month due to dock time, suspension, etc.
3. Part-time monthly rate employees shall receive pro-rated sick leave credit after one month of continuous service. An employee working one-half time shall receive one-half sick leave day and an employee working one-third time shall receive one-third sick leave day, etc.
4. Employees on leave of absence may not receive sick leave credit. Posting of sick leave time shall be resumed upon return to work.

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5. Reinstated employees who resigned after March 31, 1980 and are again employed within five years from the original separation date may request reinstatement of any uncompensated sick leave days earned prior to January 1, 1984. Such time shall be verified and approved by the Department of Central Management Services. Upon written verification of the reinstated time, the Chief Timekeeper shall post the sick leave credit to the employee's current time sheet.
6. Upon using all prior sick leave credits, an employee with more than two years continuous service may request an advance of sick leave. Requests shall be directed to the Chief Administrative Officer and approved by the Director and the Director of Central Management Services. Advancement of sick days shall be limited to ten working days. A negative balance shall be recorded and reduced each month as sick time is accrued. Upon return to work, no further sick leave may be used until a positive balance has been accrued.
7. Employees who work a full calendar year without using any sick time shall be granted an additional personal business day in the subsequent calendar year. Employees that work at least half-time in the calendar year without using sick time shall be granted a pro-rated additional personal day equal to their part-time work. (See Administrative Directive 02.65.106.)

EXAMPLE: An employee who does not use any sick time in 2012 shall receive an additional personal business day in 2013.
8. Full-time employees who have accrued at least five sick leave days may donate sick leave to the Sick Leave Bank. The Sick Leave Bank shall be for use by any employee who has depleted all of his or her accrued vacation time, personal days, sick leave or compensatory time and has a catastrophic situation that requires the continued absence. The donation of any sick time to the Sick Leave Bank shall not be considered use of sick time and shall not therefore disqualify the employee for the extra personal business day.
9. Sick leave may be used for the following personal or family reasons or for any other reasons defined by the Department of Central Management Services, Bureau of Personnel Rules and Collective Bargaining Agreements. The employee shall indicate the type of sick leave used:
 - a. Sick Leave - Personal shall include absences due to employee illness, disability, injury or appointments with the doctor, dentist or other professional medical practitioner.
 - b. Sick Leave - Family shall include absences due to illness, disability, injury, appointments with the doctor, dentist or other professional medical practitioner, or death of a member of the employee's immediate family. Per a memorandum dated October 1, 1979 from the Department of Personnel (currently the Department of Central Management Services), the term "immediate family" for sick leave purposes:
 - (1) *Means a group of individuals living under one roof, having one head of the household, and usually, but not always, having a common ancestry and such members of the employee's family as the employee's father, mother, brother, sister, son, daughter and spouse. It also includes adoptive, custodial and in-law individuals when residing in the employee's household.*
 - (2) *It also includes grandparents, grandchildren, parents-in-law, brother or sister-in-law, and children-in-law when used for bereavement purposes (attendance at funerals).*
10. Employees shall use sick leave in the following increments:
 - a. Fifteen-minute increments after a minimum use of one-half hour.

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- b. One-half day immediately before or after the lunch break. The employee shall be charged with the total actual work hours absent before or after the normal lunch break. When determining a half day, lunch break is midpoint through an employee's work schedule.
- c. One entire day. (This may be equivalent to 7 ½ hours for employees who work a 7 ½ hour workday or 8 hours for employees who work an 8-hour day.)

EXAMPLE 1: An employee works a 7 ½ hour workday, from 8:30 a.m. to 5:00 p.m., with a lunch break from 12 noon to 1 p.m. The employee may use ½ day sick leave for the morning and be charged for 3 ½ hours (8:30 a.m. to 12 noon), or the employee may use ½ day sick leave for the afternoon and be charged for 4 hours (1 p.m. to 5 p.m.).

EXAMPLE 2: An employee works the 8:00 a.m. to 4:00 p.m. shift, with ½ hour unpaid lunch break from 12:00 noon to 12:30 p.m. The employee may use ½ day sick leave for the morning and be charged with 4 hours (8:00 a.m. to 12:00 noon), or the employee may use ½ day sick leave for the afternoon and be charged with 3 ½ hours (12:30 p.m. to 4:00 p.m.).

- d. An employee who has less than one-hour total sick leave remaining on the Employee Time Sheet may utilize the remaining balance.
11. Sick Leave is deemed to be used by an employee in the following priority order:
 - a. Sick Leave earned through December 31, 1983;
 - b. Sick Leave earned on or after January 1, 1998; and then
 - c. Sick Leave earned on or after January 1, 1984 and prior to December 31, 1997 (Cash Value Sick Time).
 12. If the employee transfers within the Department or to another State Agency that is under the jurisdiction of the Governor or the Personnel Code, the Chief Timekeeper shall transfer the sick leave balance to the receiving location. A copy of both sides of the employee's current Employee Time Sheet, DOC 0140, or automated equivalent shall be sent to the receiving location.
 13. An employee leaving or retiring from State service shall not use the balance of sick leave time to extend the number of days paid unless employment is terminated due to illness or injury. The unused sick leave earned after January 1, 1984 and prior to December 31, 1997 (Cash Value Sick Time) will be paid in full at the rate of one-half the current daily wage.
 14. Upon retirement, the balance of sick leave time may be used to extend the length of State service for computation of retirement benefits.
 15. An employee must provide adequate notice to his or her supervisor of any required absence to receive credit for use of sick leave. The supervisor may require the employee to furnish proof of an absence, for example, a doctor's statement of illness or injury, prior to approving the absence. Notice shall be given on a Notification of Absence, DOC 0126, in accordance with Administrative Directive 02.65.173.
 - a. Employees who are unable to report for duty shall call in, with the exception of an emergency situation, **within one hour before the beginning of their shift**, unless otherwise directed by local policy. If an employee fails to call in within the time prescribed, the employee may be charged with an unauthorized absence and may be

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docked. The DOC 0126 shall be completed and submitted to the supervisor the first day upon returning to work.

- b. An employee leaving duty because of illness shall report to his or her Supervisor, who may refer the employee to the Health Care Unit, where available, for a medical check prior to approval of dismissal from duties. The DOC 0126 shall be completed and turned in to the Supervisor prior to the time of departure.
- c. The employer may request evidence, which may be in the form of a written medical certification, of the use of sick leave in accordance with Administrative Directive 03.01.301.
 - (1) The employer may require additional proof different than that originally submitted by the employee.
 - (2) If the employer requires additional proof, the employer shall be required to pay any reasonable cost incurred by the employee to furnish such proof where the employee was not abusing sick leave.
 - (3) If the employee is directed to provide additional proof during the employee's work hours, the employee shall be allowed time off to obtain additional proof without loss of pay or other benefits.

NOTE: Proof may be required for a single absence only if reasonable grounds exist to suspect abuse for the day in question. For any circumstance involving FMLA Protection, the requirements for providing medical documentation shall be reviewed on a case by case basis.

- 16. A DOC 0126 shall be completed by the employee, approved by the Supervisor, and submitted to the timekeeper before any use of sick leave time may be recorded on the DOC 0140 or automated timekeeping system.
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