

**COUNTY OF SAN DIEGO, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

**Subject**

Sick Leave

**Policy  
Number**

C-23

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**Purpose**

To properly and equitably administer the sick leave provisions of existing Memorandums of Agreement (MOA), Compensation Ordinance, Rules of the Civil Service Commission and Charter, County of San Diego.

**Background**

High incidence of abuse/excessive use of sick leave has a severe impact on productivity and morale. It may result in staff conflict regarding backup, workload and coverage; it makes scheduling difficult and causes delays or missed deadlines on critical assignments.

When it becomes apparent through consistent monitoring of sick leave usage that a pattern is emerging that suggests potential abuse or excessive use of sick leave, it is the department's responsibility to put certain processes into motion to avoid any potential problems.

**Policy**

It is the Policy of the Board of Supervisors that:

Sick leave is a conditional benefit to be used by employees when they are required to be away from work for medical reasons. Together with other disability plans which may be offered to employees, it provides income security.

Recognizing that County employees are valuable resources and that from time to time employees may be required to be away from work due to illness, or other medical or dental needs, the County has established a method by which employees accrue sick leave days to be used for period(s) an employee is ill or to care for a member of his/her immediate family while they are ill.

Management, supervisory training and employee orientation and education of the administration and use of sick leave will be provided on a periodic basis.

**Sunset Date**

This policy will be reviewed for continuance by 12-31-20.

**Previous Board Action**

12-18-84 (75)

4-4-89 (51)

4-4-95 (28)

03-14-06 (11)

12-09-08 (33)

11-05-13 (19)

**CAO Reference**

1. Department of Human Resources