



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-15

Effective Date: 09/14/2000

Revision Date: 12/02/2009

C. J. Durberry
County Administrator

SUBJECT: **REINSTATEMENT OF SICK LEAVE HOURS**

DEPARTMENT RESPONSIBLE: **Human Resources Department**

I. STATEMENT

Pursuant to Pima County's Personnel Policies, a permanent status employee who resigned in good standing in accordance with Pima County or Law Enforcement Merit System Rules or was laid off from Pima County and did not receive payout for accrued sick leave and who in either case returns to County employment within two (2) years from the effective date of resignation shall, upon passing probation or earlier when probation does not apply, regain the accrued sick leave hours held at the time of resignation.

II. PROCEDURES

To determine eligibility for reinstatement of sick leave hours, the hiring department must advise Human Resources and Payroll when an employee had previous permanent status employment with Pima County and returns to County employment. The break in service must have been for two years or less. With approval from the Human Resources Director, the hiring department may review the official personnel file to determine eligibility for reinstatement of sick leave hours. Procedures are as follows:

A. Ineligibility for Reinstatement of Sick Leave Hours

1. If the employee did not leave in good standing, as determined by either termination code 64 or 70 on the terminating personnel action form (PAF), the hiring department must advise Human Resources immediately by completing the attached Eligibility for Reinstatement of Sick Leave Hours form (Attachment A). Human Resources will verify the information, file the original in the Official Personnel File (OPF) and submit a copy of the form to Payroll and the hiring department for filing. The hiring department is responsible for giving the employee a copy of the form.
2. If the employee left in good standing, but does not pass initial probation, he or she is ineligible for reinstatement of sick leave hours.
3. Employees who return to active employment after retirement are not eligible for reinstatement of previously held sick leave hours.
4. Certification from Payroll is not required when the employee is ineligible for sick leave reinstatement.

B. Eligibility for Reinstatement of Sick Leave Hours

1. If an employee left in good standing, as determined by any code other than those listed in Section A above, and meets all other requirements, the hiring department must advise Human Resources upon the employee's completion of initial probation, or earlier when probation does not apply, by completing and submitting the Eligibility for Reinstatement of Sick Leave Hours form to Human Resources. Human Resources will verify the information and submit the original form to Payroll for processing. Once the form is certified and processed by Payroll, Payroll will return the original to Human Resources for filing in the OPF and Payroll will submit a copy to the department. The department must give the employee a copy of the form.
2. Payroll will be responsible for reinstating any accrued sick leave hours no later than the next payroll period following Payroll's receipt of the completed form indicating eligibility.
3. In all cases of eligibility, a copy of the form must be filed in Payroll, in the employee's departmental personnel file and a copy given to the employee. The original must be filed in the OPF.
4. Reinstatement of sick leave hours is solely for that purposes and has no impact on hire date, anniversary date or years of service to include calculating continuous service with the County for converting sick leave to annual leave for retirement purposes.

III. RESPONSIBILITY

All departments are responsible for ensuring that sick leave is restored when a new hire in their department is eligible.

IV. GUIDANCE

Any questions regarding the County's policy pertaining to the reinstatement of sick leave hours should be directed to Human Resources, Employment Rights. You may contact Payroll for processing questions.

Attachment A

**PIMA COUNTY
ELIGIBILITY FOR REINSTATEMENT OF SICK LEAVE HOURS**

HUMAN RESOURCES REC'D

Date Submitted _____

Employee Name _____

Employee Identification Number (EIN) _____

Department _____

This certifies that the employee named above was previously a permanent status employee with Pima County and resigned within two (2) years from the current date of hire.

Check one: This employee

- [] resigned in good standing *
- [] laid off from Pima County and did not receive payout for sick leave *
- [] did not resign in good standing **
- [] previously retired from Pima County **
- [] laid off from Pima County and received payout for sick leave**

Previous Hire Date _____ Previous Employment Type _____

Previous Termination Date _____ Previous Termination Code _____

Current Hire Date _____ Current Employment Type _____

Current Hire Probation End Date (if applicable) _____
(Complete only when employee (a) resigned in good standing and (b) has passed probation.)

This further certifies that the above named employee is:

- * [] **eligible** at this time for reinstated sick leave hours
- ** [] **not eligible** for reinstated sick leave hours

Prepared by _____ Telephone No. _____ Date _____

Department Director Authorization _____ Date _____

Human Resources Director Verification _____ Date _____

Payroll Action and Certification _____ Date _____

Number of sick leave hours reinstated: []

Comments: _____

