

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 8.300 EMPLOYEE ILLNESS BANK (EIB)

EFFECTIVE DATE: 02/09/2017

REVISED DATE:

The purpose of the EIB is to acknowledge an employee's accumulated sick leave hours earned before transitioning into the PTO policy which was implemented on December 25, 1993. Accumulated sick leave hours were deposited into EIB for employees who work 20 hours or more per week and had accrued EIB leave in their individual leave accrual at the time of transitioning to the PTO policy. No additional time has been deposited and no additional accruals have accrued since transitioning to the PTO policy.

- A. Use of EIB. In the following instances, EIB must be used prior to PTO.
1. EIB may be used in the case of illness or injury suffered by an employee or as provided below for an employee's immediate family member.
 2. EIB may also be used for illness, injury or death of a member of the immediate family which requires the presence of the employee for assistance or care and can be used for making arrangements, settling the estate and other related matters of an ailing or deceased immediate family member.
 3. EIB may be used by an employee to respond as a volunteer to participate in state/national disasters and emergencies or short term provision of pay to attend to local emergency situations where a volunteer may receive a call out to respond to an emergency situation during regular work hours, which is known as humanitarian leave.
 4. EIB leave may be used to supplement Workers' Compensation (WC) payments up to 100% of base bi-weekly salary. Actual EIB leave is required to supplement WC will be calculated to come near to the employee's regular net salary as WC payments are not subject to tax withholding.
 5. Employees must complete a Request for EIB Form in accordance with Section C below.
 6. EIB leave shall not be charged against an employee's accrued leave balance for an authorized holiday that occurs while an employee is using EIB leave.
 7. EIB leave will not be used in any manner which generates paid hours in excess of the normal work week.
 8. EIB leave will be allowed only to the extent that will ensure payment for a full forty-hour work week.
 9. If an employee is placed on Family Medical Leave Act (FMLA) leave, the employee will be required to use available EIB leave prior to the use of PTO leave accruals.

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B. Leave Request.

1. Requests for EIB leave should be submitted on forms prescribed by the Human Resources Department to the employee's Department Head at least two (2) weeks in advance, or in the event of an emergency illness, injury or extended bereavement leave as soon as practicable.
2. The Department Head has full authority to approve or deny the request for use of EIB leave.

C. Disposition of Accrued Leave

1. An employee who transfers between County departments or to or from the Superior Court shall retain any accumulated EIB leave.
2. An employee who changes from one employment type to another employment type (i.e., full-time, benefits-eligible employee, to part-time, benefits-eligible employee) shall retain any accumulated EIB leave and shall be eligible to use such leaves in accordance with their current employment type.
3. A benefits-eligible employee, who transitions to a non-benefits-eligible employee or elected position, will receive reimbursement of EIB leave with a maximum of 100 hours upon transition or separation.

D. Separation.

1. A regular employee who separates from Superior Court service shall receive reimbursement for unused EIB leave hours at a rate of three dollars (\$3.00) per hour of EIB leave up to one hundred (100) hours. The granting of such reimbursement is conditioned upon the employee providing the Superior Court with ten (10) working days' notice of separation.
2. If an employee is dismissed or terminated at the discretion of the Department Head, the employee will receive payout of their unused EIB leave hours as stated previously.

E. Abuse of EIB Leave.

1. Employees eligible for use of EIB leave under this policy may use EIB leave only as provided.
2. Employees are subject to discipline for misuse or abuse of EIB privileges. EIB leave is a privilege and not a right.