

**POLICY 10  
SICK LEAVE**

**Rule 10.04 - Computing Sick Leave Accrual for Compensatory Time and Make-up Time at Straight Time Rate**

Make-up Time

Make-up time performed at the applicable straight time rate pursuant to Rule 6.07 will be regarded as pay status service for purposes of computing service credits and sick leave accrual. For example, if an employee is making up time for an excused, unpaid absence, the make-up time will be credited as pay status service for the purpose of computing service credits and sick leave accrual.

Compensatory Time Used in Lieu of Scheduled Work Hours

Any compensatory time off earned pursuant to Rule 6.02(C) used in lieu of regularly scheduled work hours will also be regarded as pay status service for purposes of computing accrual.

Example:

An employee worked a shift from 7:00 a.m. to 3:30 p.m. and was held over on the next shift from 3:30 p.m. to 11:30 p.m. and then took the regular shift off the next day for rest and compensatory time off purposes. The employee would be regarded as in pay status while on time off from the regular shift, and would earn service credits and sick leave accrual for those regular shift hours.