



Cochise County Judicial System

Policy Title: Sick Leave

Policy Number: 4006

Effective: March 1, 2021

Last Reviewed/Updated: February 22, 2021

I. Sick Leave Accrual

- A. Per A.R.S. §23-372, regular full-time employees shall receive 40 hours of sick leave each year.
 - 1. On January 1st, each employee shall be allocated 40 hours of paid sick leave in a lump sum available for immediate use.
 - 2. Employees who commence employment on or after February 1 of each calendar year shall receive a pro-rated number of hours based upon the remaining months of the calendar year.
 - 3. All unused sick leave on December 31st will be transferred to Personal Leave.
- B. Regular part-time and temporary employees shall earn 1 hour of sick leave for every 30 hours worked.
 - 1. Accrual of earned paid sick leave shall stop at 40 hours per calendar year.
 - 2. Accrued sick leave shall be carried over to the next calendar year.

II. Use of Earned Paid Sick Leave A.R.S. §23-373

Employees may take, and supervisors must permit, earned paid sick leave in accordance with A.R.S §23-373.

III. Reporting and Recording Sick Leave

- A. The employee is responsible for reporting all sick leave taken through the Cochise County payroll reporting system.
- B. The Department Director or designee shall verify that all leave is properly recorded on employee's time sheet.

IV. Disposition of Accrued Sick Leave

- A. An eligible employee who transfers between Cochise County or Cochise County Judicial System (CCJS) departments shall retain any accrued Sick Leave.
- B. An employee who separates from court service shall forfeit, without compensation, any accrued Sick Leave.
- C. If the employee rehires within nine months of separation, any previously accrued Sick Leave that was not used shall be reinstated.