



# The Benefits of a “Healthy” Sick Leave Balance

Paid sick leave is one of the most valuable benefits you earn as a commonwealth employee. It provides financial protection if you are unable to work due to your own illness or injury or a family member’s illness or injury. It also provides potential financial benefits when you retire.

## Sick Leave Facts

Most employees earn up to 11\* days of sick leave per year. Unused sick leave accumulates from year to year, up to a maximum of 300\* days.

If you use no sick leave, you may be eligible to earn extra annual or personal leave, as outlined in applicable labor agreements. The extra leave is available for use in the following calendar year.

## Retirement Savings

You may be eligible to be paid for a percentage of unused sick leave when you retire if you meet certain qualifications. For example, if you retire with 25 years of service, you could receive over four months\* salary, paid at the rate you are earning at retirement.

*\*Numbers are based on the sick leave earning rates of most commonwealth employees. Some employees earn at different rates. Management employees earn 13 days per year.*

## Advantages of Sick Leave

The advantages of sick leave versus long-term disability benefits offered by some employers and/or disability insurance offered by many insurance companies are:

- You receive full pay while unable to work due to an illness or injury.
- You do not purchase sick leave, unlike disability insurance.
- You do not lose the benefit, because it continues to accumulate up to a maximum number of days.
- There is no waiting period.

## Before You Call Off Sick

Remember that you are a vital part of a team within your agency. Your colleagues rely on you to complete certain tasks and to contribute to the overall progress of the team. Your time away from work affects others and may increase your workload when you return. Think before you call off sick!

For more information about the benefits of sick leave, contact your agency human resources office.