

## Allowable Use of Sick Leave Quick Reference

Relationship	Reside in Home	Does Not Reside in Home	Relationship	Reside in Home	Does Not Reside in Home
<b>Employee's</b>			<b>Employee's Spouse's</b>		
Spouse	Yes	Yes			
Parent or Step-Parent	Yes	Yes	Parent or Step-Parent	Yes	No
Child (Adult or Minor)	Yes	Yes	Child (Adult or Minor)	Yes	Yes
Step Child (Adult or Minor)	Yes	Yes	Step Child (Adult or Minor)	Yes	Yes
Adopted child (Adult or Minor)	Yes	Yes	Adopted child (Adult or Minor)	Yes	Yes
Foster child (Adult or Minor)	Yes	Yes	Foster child (Adult or Minor)	Yes	Yes
Grandchild (Adult or Minor)	Yes	No	Grandchild (Adult or Minor)	Yes	No
Brother	Yes	No	Brother	Yes	No
Sister	Yes	No	Sister	Yes	No
Niece	Yes	No	Niece	Yes	No
Nephew	Yes	No	Nephew	Yes	No
Aunt	Yes	No	Aunt	Yes	No
Uncle	Yes	No	Uncle	Yes	No
Grandparent	Yes	No	Grandparent	Yes	No
Cousins	Yes	No	Cousins	Yes	No
In-Laws	Yes	No	In-Laws	Yes	No

### **NOTES:**

1. Use of sick leave is to be documented on the leave request and timesheet stating the type of leave and the relationship. For example, Sick = self; Sick = child, etc.
2. Absences of more than three (3) days require a physician's statement or a written statement by the employee to be attached to the leave request. Absences of more than three (3) days should be reported by employee's supervisor to FMLA Coordinator, Van Le, at x 8443.
3. When sick leave is used to "care for" an eligible individual, it may include physical care; bedside support during times of hospitalization, confinement, or homebound; accompanying individual to medical appointments; hospice care.
4. Sick leave may not be used for an individual who lives with the employee but is not related by kinship, blood, or marriage.
5. Up to eight hours of sick leave may be used each fiscal year to attend parent-teacher conferences for the employee's children, with prior supervisor's approval. (Reference: Texas Government Code §661.206)
6. "No" in the above table requires the use of some other type of leave. For questions, please contact Betty Powell at x-8072.