

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b>  <b>SICK LEAVE</b>
	<b>NUMBER:</b>  LVE 2-0	<b>REVISIONS:</b>  <u>12</u>	<b>EFFECTIVE DATE:</b>  <u>3/05/2012</u>
	<b>SUPERCEDES:</b>  <u>9/19/2011/3/05/2012</u>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>  A. Max Bacon, Mayor, Date <u>Eric Taylor, City Administrator, Date</u>	

**PURPOSE:** To establish guidelines for the use of sick leave during either the personal illness or injury of a City employee or covered individual, his or her child, spouse, or parent, or during other medically related activities such as physician's appointments, medical examinations, and dental appointments for a City employee or covered individual his or her child, incapacitated spouse or parent which cannot be scheduled outside of working hours.

## STATEMENT OF POLICY

### Definitions

**Covered Individual** – Employee's child, spouse, parent, grandparent or grandchild or any dependent listed on the employee's most recent tax return

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The City recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the City permits both regular and working-test employees to accrue on a monthly basis a limited amount of paid sick leave. Sick leave is to be taken only for medically-related reasons and is not to be used otherwise. Employees who abuse sick leave usage shall be subject to disciplinary action, up to and including termination.

Upon employment, all eligible full-time and part-time employees (both regular and working test with the exception of Fire/EMS 24/48 shift personnel) shall accrue sick leave at the rate of **3.08 hours** bi-weekly (every two weeks) of service. Fire/EMS employees who work 24/48 shifts shall accrue sick leave at the rate of **4.32 hours** bi-weekly (every two weeks) of service.

Sick leave will accrue to the credit of an employee who is on leave-with-pay status, including such purposes as annual, sick, compensatory, jury duty, military leave with pay, FMLA and workers' compensation.

### Exclusions

- Temporary workers are not eligible for sick leave accruals or payments.
- No accrual of sick leave shall be permitted for employees on leave-without-pay status or employees who have been suspended for disciplinary reasons.

The employee must personally notify his or her immediate supervisor and/or department head as soon as possible when requesting sick leave. Such notification should be made prior to the employee's scheduled workday or shift within 30 minutes after the beginning of such. Failure to provide such notification may result in the denial of sick leave pay for the period of absence. If possible, the employee should also let the immediate supervisor and/or department head know when he or she expects to return to work.

A medical statement signed by a licensed physician may be required to substantiate sick or FMLA leave for:

- Absences of three (3) or more consecutive work days; or
- To support a request for sick leave during annual leave; or
- At any time when absence recurs frequently or habitually; or
- Whenever the supervisor has reasonable cause to believe that the absence policy has been abused.

Sick leave may be accumulated to a maximum of six times the employee's annual rate of sick leave accrual

(i.e., **480** hours for eligible full-time employees or **672** hours for full-time Fire/EMS 24/48 shift). A record of forfeited sick leave will be maintained by the ~~Payroll Coordinator~~ Human Resources Department.

Forfeited sick leave above the maximum accruals may, in the event of catastrophic or extended illness or incapacity, be restored to regular-status employees upon the written approval of the ~~City Administrator~~ Human Resources Director.

Because the City considers sick leave to be a form of "insurance" to protect an employee's income in case of a serious illness or disability, the City encourages all employees to use their sick leave only when absolutely necessary.

**Impact on Performance Appraisal** - An employee currently on short-term disability (or who has missed 12 or more weeks from work during the performance appraisal period due to an extended illness, injury, medical issue, or other "out-of-payroll-status" reasons) will not be eligible for a performance appraisal and subsequent merit increase on July 1. Upon return to work, the employee's performance appraisal period will be extended the same length of time as the absence. Merit increases will not be paid retroactive.

**Conversion** - Employees who have more than 176 hours of sick leave (240 hours for Fire/EMS 24/48 personnel), may convert no more than 80 hours of sick leave (112 hours for Fire/EMS 24/48 personnel) to annual leave. A balance of 176 hours of sick leave (240 hours for Fire/EMS personnel), must be maintained for this conversion. This conversion can be made once per calendar year and is done on a 2 for 1 basis (i.e., 2 weeks of sick leave equals 1 week of annual leave).

**Termination of Employment** - Employees whose employment with the City terminates for any reason other than retirement will not receive payment for any hours of accrued sick leave. Use of sick leave will not be permitted after submitting notice of resignation, retirement or termination of employment, unless written, verifiable physician's statement is received for each qualifying absence.

**Exhausted Sick Leave** - Employees may not receive sick leave pay in excess of that which has been accumulated. During an extended illness, an employee may elect to use annual leave or, if available, accrued compensatory time. If appropriate, an employee may be placed on family and medical leave. (Refer to "Family and Medical Leave" policy.)

#### **Retirement**

Employees hired *prior* to August 1, 1993 who retire from the City are eligible to receive payment for up to 240 hours of accrued sick leave (full-time Fire/EMS 24/48 shift personnel may accrue up to 336 hours).

Employees hired *on or after* August 1, 1993 who retire from the City will have his or her accrued unused sick leave hours converted to Retirement Service Credit only. (This is limited to the maximum number of hours equivalent to **one year of service** by the employee.).

### **SICK LEAVE DONATION**

Current City employees may request to voluntarily donate sick leave to another City employee during certain life-threatening circumstances or extended illness/accident recovery as considered and approved by the City Administrator, ~~Mayor and Council~~.

When reviewing such requests, the following shall be considered:

- What is the nature of the illness or injury surrounding the request (cancer, accident, etc) and the expected length of recovery?
- Has the proposed recipient been employed by the City for at least 12 months?
- Has the proposed recipient exhausted all accrued and forfeited leave and compensatory time?

Employees who desire to voluntarily donate sick leave may donate (hour for hour) up to 80 hours at any one time but must maintain a minimum balance of 176 hours after donation. Hours donated may be from their current sick leave balance or forfeited sick leave bank (if applicable).

To donate sick leave under this policy, employees should complete and sign the appropriate form and forward form to Human Resources. Human Resources will verify the relevant information and forward the information to the City Administrator or designee for approval, ~~who will present to the Mayor and Council.~~

After a decision has been made by the City Administrator (or designee), ~~Mayor and Council~~, the HR staff will notify the Department Head, requestor and proposed recipient of the decision. Human Resources will ~~ensure notify the Payroll Coordinator so~~ the appropriate leave transfer is reflected in the timekeeping system.

The recipient may receive by transfer up to 240 hours. No more hours may be donated until the leave balance has been exhausted.



## SICK LEAVE TO ANNUAL LEAVE CONVERSION REQUEST

Requesting Donor Employee: \_\_\_\_\_ Emp. No. \_\_\_\_\_  
Department / Division: \_\_\_\_\_

I currently have a total of \_\_\_\_\_ hours of accrued sick leave.

In accordance with the City Sick Leave Policy (*BEN 2.0*) of the City Personnel Policies and Procedures Manual), I request that I be permitted to “convert”:

\_\_\_\_\_ hours of accrued sick leave to \_\_\_\_\_ hours of annual leave.

I understand that this conversion is done on a 2 for 1 basis and can only be made once per calendar year. I understand that I must maintain a balance of at least 176 sick leave hours (240 for Fire/EMS personnel) after the conversion.

*Employee Signature*

*Date*

Approved ☐ Denied ☐

Approved ☐ Denied ☐

*Department Head Signature*

*Date*

### ***THIS SECTION TO BE COMPLETED BY HUMAN RESOURCES***

**Employee's Current Accrued Sick Leave Balance:** \_\_\_\_\_

**~~Has the employee requested Sick Leave Conversion during the current calendar year? Number of other hours of sick leave “conversions” during this calendar year as verified as verified by Payroll:~~**

*Human Resources Director Signature*

*Date*

Approved ☐ Denied ☐