

SICK LEAVE **305a**
(Group G – Firefighters' Association Members are not covered by this policy)

I. PURPOSE

Sick leave is defined as absence because of illness, injury, care of a sick member of the employee's immediate family, or doctor and dental appointments when it is not feasible to schedule them on the employee's own time.

The City provides sick leave as a benefit to employees to assist during times of illness or family emergencies.

(Note: Hourly employees are not covered by this policy).

II. POLICY

Regular full-time employees are granted twelve (12) days of sick leave each year of which eight days may be used as personal leave for family emergencies and/or illness. This time is accrued at the rate of 3.69 hours per pay period. Regular part-time employees accrue sick leave on a pro-rated basis. Employees working 30 hours per week receives 3/4 (.75) of this accrual.

Fire and Emergency Management Personnel on shift work will accrue one full day (24 hours) for every two months of service.

Employees must be employed for at least six (6) months in order to be eligible for the sick leave benefit.

Employees hired after December 2, 2004 will be subject to a 480 hour sick leave cap. Leave accrued in excess of 480 (up to the 96 hours earned each year) will be sold back to the City in December of each year at 40% of pay. This provision of sick leave shall be designated as **Sick Leave I**.

Employees hired prior to December 2, 2004 will not be subject to the sick leave cap. After accumulating 480 hours, up to 6 days, reduced hour for hour for time used in the previous year, may be sold back to the City each year in December at 50% of the employees pay rate. This provision of sick leave shall be designated as **Sick Leave II**

Employees hired prior to December 2, 2004 may elect to participate in Sick Leave 1 or Sick Leave II. The election is irrevocable and may only be made in a City designated election period.

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An employee who is ill for more than 90 days and has exhausted sick leave benefits may be eligible for Long Term Disability (LTD). Employees must contact Risk Management in order to apply for long term disability.

Employees who return to work after medical disability leave, if the leave is a reasonable length (reasonable is considered not to exceed four (4) months) will be returned to their former positions or to a position substantially equivalent in responsibility, pay and benefits, subject to the availability of a vacant position for which the employee is qualified.

All employee benefits will continue during sick leave under the same terms and conditions as if the employee were at work provided the employee has time in his/her sick leave bank.

III. PROCEDURE

An employee who is ill or injured and unable to report to work must notify his/her supervisor prior to the beginning of his/her work shift. If this is not possible, the employee must contact the supervisor at the beginning of the work shift. If conditions make it impossible for the employee to call the supervisor personally, the employee must make arrangements for someone to call for him/her. Employees using any sick leave may be asked to furnish a doctor’s statement to their supervisor. Employees’ using more than 40 hours consecutive sick leave must furnish a statement from their doctor.

An employee may not draw on future unearned sick leave benefits.

An employee who is ill one half (1/2) his/her normal work shift or more must charge this leave time to sick leave unless he/she has no sick leave balance.

If an employee is sick while on vacation, he/she may use sick leave time instead of vacation time if he/she furnishes the supervisor with a statement from the doctor.

If the employee does not have enough time in his/her sick leave bank to carry him/her over to Long Term Disability (LTD), the City will pay the City portion of health and life insurance benefits from the time sick leave ends until LTD begins up to a maximum of four (4) months. The employee will be responsible for contributions made as a payroll deduction prior to the exhaustion of leave. All employee benefit accruals will cease during periods when the employee is not receiving pay from the City.

Employees leaving the City’s employ, shall forfeit all unused sick leave benefits as of the termination date. Employees resigning in good standing with twenty (20) years or more

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of continuous service are eligible for sick leave conversion. Former employees re-employed by the City shall receive no credit for prior service in determination of sick leave benefits. (Retirement - see Sick Leave Conversion).

Employees reinstating to regular City employment within six (6) months will have their unused sick leave balance restored.

A. Personal Leave

Of the twelve (12) days of accrued sick leave days, eight days may be used as personal leave with permission of the department head to be granted for the following reasons:

1. death in the employee's immediate family,
2. hospitalization of a member of the employee's immediate family, or
3. providing care for a member of the employee's immediate family when such member is seriously ill or injured and who requires the care or attendance of the employee.

Immediate family for the purpose of the above is defined as spouse, parents, children, grandparents, grandchildren, brothers, sisters, guardian, parents-in-law, grandparents-in-law, brother-in-law, and sister-in-law, or dependents living in the same household.

B. Sick Leave Buy-Back

1. Sick Leave I

A regular employee is paid 40% of his/her regular rate of pay for unused sick leave hours in excess of 480 hours as of October 31. In no event will payment be made if, by such payment, the total remaining accumulated sick leave would be less than 480 hours.

2. Sick Leave II

After accumulating a total of more than 60 days sick leave, a regular full-time employee may elect to be paid at one half (1/2) his/her regular rate of pay for a maximum of six (6) sick leave days (48 hours) less any sick days used during the designated year from November 1 to October 31. (This benefit will be pro-rated

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for regular part-time employees). In no event will payment be made if, by such payment, the total remaining accumulated sick leave days would be less than 60.

Payment for sick leave under Sick Leave I and Sick Leave II will be included in the paycheck received in the middle of December.

C. Sick Leave Conversion

An employee retiring with ten (10) years or more of continuous service with the City, and having been accepted by the Public Employee's Retirement System (PERS) for service or disability retirement benefits, may be compensated for unused accrued sick leave at 30% of its value on his/her retirement date.

An employee resigning from the City in good standing with twenty (20) or more years of continuous service with the City, may be compensated for unused accrued sick leave at 30% of its value on his/her resignation date.