

D. Paid Sick Leave.

1. Sick Leave Days Full-time employees are eligible for paid sick leave days. There are no paid sick leave days for part-time or temporary employees. Sick leave days will accrue at the following rate:

<u>Full-Time Employee Designation</u>	<u>Sick Leave Accrual Rate</u>	<u>Maximum Annual Sick Leave Accrual</u>
Hourly/Salary Paid hour pay period in "active pay status"*	4.60 hrs/per 80	119 hours = 15 days

*Solely for purposes of accumulating paid sick leave hours, "active pay status" is defined as hours worked and any paid time off hours (vacation, sick leave, bereavement leave, holidays). It shall not include non-paid time off.

Approved paid sick leave for an hourly/paid bi-weekly employee will be paid at the employee's regular rate of compensation for eight (8) hours per sick leave day. Sick leave for a salaried/paid monthly employee will be included in his or her salary for the week. Paid sick leave hours are not considered as "hours worked" for purposes of computing overtime.

2. Accumulation Eligible full-time employees may accumulate unused sick leave days up to a maximum of 1040 hours (130 days). Employees who have reached the maximum "cap" amount will receive a cash benefit, at the end of the year, for any accrued paid sick leave hours over the maximum amount as follows: the cash benefit shall equal one hour of the employee's regular rate of pay for every two hours of unused sick leave credit.

Unused, accumulated sick leave cannot be converted to personal holidays, vacation, or transferred to other staff. Unused, accumulated sick leave days shall be forfeited upon separation of employment with two narrow exceptions: (1) upon the voluntary retirement of any full-time employee with ten (10) years of public service under the State Retirement System, he or she will be entitled to a pay out for twenty-five percent (25%) of the value of the full-time employee's unused and accumulated sick leave credit up to the maximum 130 day limit; or (b) the same pay out arrangement shall be made to the full-time employee's spouse or estate upon the death of an employee who was actively employed by the City. An employee may use sick leave only up to the amount that has been accumulated at the time of need. If sick leave is exhausted, an employee may opt to use any accrued vacation that may be necessary, upon approval from the City Manager, or may apply for any applicable leave of absence. Otherwise, any medically-related absence in excess of the number of paid sick leave days accumulated to his or her credit will be without pay.

3. Use of Sick Leave Days Sick leave may be utilized for a maximum of up to three (3) consecutive working days off with approval from the eligible full-time employee's

immediate supervisor. After the third day, sick leave may be utilized only upon approval of the City Manager or designee. In any event, sick leave may be utilized for the following reasons:

- a. employee unable to work due to a medically diagnosable condition or disability;
- b. unexpected medical immediate family* emergency where the employee's presence is unavoidably necessary;
- c. medical, dental, or optical examinations or treatments for the employee or a member of his immediate family* upon prior approval of his or her immediate supervisor; or
- d. bereavement leave due to the death of the employee's spouse, children, mother (in law), father (in law), sister (in law), brother (in law), grandparent, grandchild, legal guardian. ~~Defined herein as spouse, children, other resident dependents.~~



For purposes of this article, immediate family shall be defined to include an employee's spouse, children, parent or resident dependents.

4. Notification When a non-public safety employee is unable to report to work because of the above-referenced medical reasons, and therefore intends to use his or her sick leave days, he or she must notify his or her immediate supervisor directly within one (1) hour of his or her scheduled starting time on the first day of the absence. Public safety employees must notify the Department within two (2) hours prior to his or her scheduled starting time. He or she also then must notify the immediate supervisor on each succeeding day of the absence unless it previously has been reported to his or her immediate supervisor and the employee has been authorized to report less frequently than daily. The mere fact that an employee has reported an absence does not excuse an absence.

When requesting and/or taking less than one full sick leave day (in minimal increments of two (2) hours), the employee must notify his or her immediate supervisor of his arrival and/or departure times so that this time off accurately can be deducted from the employee's remaining sick leave time.

5. Documentation Required Medical documentation, including a medical examination required by the City, may be required for any amount of "sick leave" time off taken.
6. Sickness While on Vacation If an employee becomes injured or ill while on scheduled vacation, and that injury or illness confines him or her to a hospital or a residence, the employee may opt to charge his or her time away to any unused, accumulated sick leave days. Proper documentation confirming the injury or illness must be submitted to his or her immediate supervisor before such a change can be made.

E. Family and Medical Leave Act (FMLA).

An employee who has been employed for at least 12 months and for at least 1,250 hours during the previous 12-month period is entitled to an unpaid leave of absence of up to 12 continuous weeks during any 12-month (measured backward from the date an employee uses FMLA leave) for one of the following reasons: