

6.2 Sick Leave

Sick leave may be authorized when an employee is unable to perform work duties due to illness, disability, the necessity for medical, dental, or chiropractic care, childbirth, or exposure to contagious disease where such exposure may endanger the health of others with whom the employee would come in contact in the course of performing work duties. Sick leave may also be authorized when the employee's presence is necessary, due to an illness of or injury to the employee's:

1. child,
2. adult child,
3. spouse,
4. sibling,
5. parent,
6. mother-in-law,
7. father-in-law,
8. grandchild,
9. grandparent, or stepparent

or for any purpose authorized by law, including, but not limited to, Minnesota Statutes, section 181.9413 (as amended). For additional information as to when sick leave may be utilized, employees should contact Human Resources

To be eligible for sick leave with pay, an employee shall:

- a. Report as soon as possible to the employee's immediate supervisor the need to be absent and identify if the absence is due to the employee's illness or the employee's immediate family, as listed above;
- b. Keep the employee's immediate supervisor informed of such employee's need for continued absence;
- c. For any absence that exceeds three days, upon request by the City Administrator, submit a medical certificate before the employee will be allowed to return to work.

Using or claiming sick leave for a purpose not authorized may be cause for disciplinary action.

For the purpose of accumulating additional sick leave, an employee using earned vacation leave, sick leave, compensatory time off, or paid holidays is considered to be working. At the discretion of the Department Head, an employee may use accrued sick leave during the probationary period. After the end of the probationary period, an employee is entitled to use sick leave accrued from the start of the probationary period.

Sick Leave Accrual

Every probationary and regular employee is entitled to earn sick leave with pay at the rate of 1 day (based on an 8-hour day) for each calendar month of full-time service or major fraction thereof. Sick leave may be accrued to 120 days (960 hours); unused sick leave in excess of 120 days (960 hours) at the end of a calendar year (December 31st) shall be converted to vacation at a rate of one hour of vacation for each two hours of sick leave, subject to the maximum amount of accrued vacation leave provided in this policy. All hours in excess of 960, as defined in section 4.8 non-union post-employment healthcare savings plan, will be applied per the applicable agreement.

Regular part-time employees are eligible to earn sick leave in proportion to that earned by regular full-time employees based on the number of hours worked. Sick leave will count toward total budgeted work hours for the year.

NEW -- Employee Sick and Safe Time -- NEW

WHAT CAN THE LEAVE BE USED FOR?

Employees can use their earned sick and safe time for reasons such as:

Red font = Ramsey has this benefit already, unless the expanded type of family member doesn't match our policy.

- the employee's mental or physical illness, treatment or preventive care;
- a *family member's mental or physical illness, treatment or preventive care; If the type of family member matches our red font below:
- absence due to domestic abuse, sexual assault or stalking of the employee or a *family member; If the type of family member matches our red font below:
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or *family member is at risk of infecting others with a communicable disease. If the type of family member matches our red font below:

WHICH FAMILY MEMBERS ARE INCLUDED?

* Ramsey allowed uses for Sick Leave are shown in red font.

Employees may use earned sick and safe time for their following family members:

1. their **child**, including foster child, **adult child**, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
Ramsey accepts if an employee states their "child" is ill, sick time can be used. We don't question the specifics.
2. their **spouse** or registered domestic partner;
Ramsey does not allow sick time for a domestic partner.
3. their **sibling**, stepsibling or foster sibling;
Ramsey accepts if an employee states their "sibling" is ill, sick time can be used. We don't question the specifics.
4. their **biological (parent)**, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
Ramsey accepts if an employee states their "parent" is ill, sick time can be used. We don't question the specifics.
5. their **grandchild**, foster grandchild or step-grandchild;
Ramsey accepts if an employee states their "grandchild" is ill, sick time can be used. We don't question the specifics.
6. their **grandparent** or **step-grandparent**;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an **employee's spouse** or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

Ramsey allowed uses for Sick Leave are shown in red font.

5.8 Severance Pay

Receipt of severance pay terminates all seniority rights and ends all city of Ramsey liability with regard to other benefits, except as otherwise provided by law and any applicable collective bargaining agreement.

After 5	33%
After 15	35%
After 20	37%
After 25	40%

6.12 Funeral Leave

Employees are allowed funeral leave up to 24 hours twice annually per occurrence (a maximum of 48 hours during any calendar year) for a **death in the immediate family**. Funeral leave is not chargeable against any accrued vacation leave, sick leave, or compensatory time off. All funeral leave for a particular occurrence must be taken within five (5) calendar days from start to finish. Additional funeral leave may be taken with prior approval from the employee's supervisor. Such additional leave will be deducted from the employee's sick leave (up to three (3) consecutive days), vacation leave or compensatory time off as the employee may choose and have available.

Immediate family, for the purposes of this section, shall be defined as:

1. spouse,
2. parent,
3. stepparent,
4. children,
5. step-children,
6. brother,
7. sister,
8. grandparents,
9. grandchildren
10. or a like member of employee's spouse's family.

4.8 Non-union Post-employment Healthcare Savings Plan (PEHCSP)

The PEHCSP is an employer-sponsored program that allows employees to invest in a tax-preferred medical savings account while employed by a Minnesota public employer.

All non-union employees hired after January 1, 1984 will participate in the post-employment healthcare savings plan, as follows:

PERA COORDINATED MEMBERS

- **WAGES:** Contribute 2% after 5 years of service (starting with the 6th year of service) and greater to the PEHCSP
- **MAXED OUT SICK LEAVE:** Contribute unused sick leave hours that would normally convert to vacation time (all hours greater than 960 at a conversion rate of 2 to 1) to the PEHCSP.
- **VACATION:** Upon separation of employment/contribute unused accrued vacation time, as follows:
 - 50% after 5 years of service through 10 years of service and then
 - 75% with 11 years of service through 15 years of service and then
 - 100% after 16 years of service and greater shall be contributed to the PEHCSP
- **SICK LEAVE:** Upon separation of employment/contribute unused eligible accrued sick time, as follows: 100% of eligible unused accrued sick leave after 5 years of service and greater

PERA POLICE & FIRE MEMBERS

- **WAGES:** Contribute 1% for all employees until 5 years prior to normal retirement age (55), at which time ongoing contributions will be 4% of salary.
- **MAXED OUT SICK LEAVE:** Contribute all unused sick leave hours that would normally convert to vacation time (all hours greater than 960 at a conversion rate of 2 to 1) to the PEHCSP.
- **VACATION** Upon separation of employment/contribute unused accrued vacation time, as follows: 100% -- Regardless of years of service
- **SICK LEAVE:** Upon separation of employment/contribute unused eligible sick leave, as follows: 100% of eligible unused accrued sick leave -- regardless of years of service.

Eligible sick leave severance shall be defined as a lump sum payment upon termination of employment, contributed to the PEHCSP, based on thirty-three (33) percent of employee's unused, accumulated sick leave after five (5) years of continuous employment. After fifteen (15) years of continuous employment, the employee will instead receive thirty-five (35) percent of said employee's unused, accumulated sick leave. After twenty (20) years of continuous employment, the employee will instead receive thirty-seven (37) percent of unused accumulated sick leave. After twenty-five (25) years of continuous employment, the employee will instead receive forty (40) percent of said employee's unused, accumulated sick leave. In order to obtain eligible sick leave severance pay, an employee must leave City employment in "good standing," as provided in Policy 3.13.