

Purpose: To establish eligibility, accruals and payment for sick leave.

HR-4-05. Sick Leave.

- A. Definition. "Sick leave" is any approved period of paid absence granted an employee due to:
 - 1. Illness or injury, which renders the employee unable to perform the duties of the position.
 - 2. Examination or treatment by a licensed health care practitioner.
 - 3. Illness, injury, examination, or treatment by a licensed health care practitioner of an employee's spouse, dependent child, or parent. For the purposes of this Section, the term "dependent child" is defined as a natural child, an adopted child, a foster child, or a stepchild, over 1/2 of whose support is received from the employee. The term "parent" is defined as a birth parent, adoptive parent, stepparent, foster parent, grandparent, parent-in-law, or anyone who can be considered "in loco parentis", i.e., someone who assumed the responsibility of a parent. Sick leave granted for this purpose shall be charged to the employee's sick leave account and shall not exceed 40 hours per fiscal year, except in the case of FMLA leave.
- B. Accrual.
 - 1. All employees, except seasonal, temporary, and emergency shall accrue sick leave at the rate of 3.69 hours per pay period for employees with a regular work period of 7 days and at the rate of 4.89 hours per pay period, for employees with a regular work period of 28 days.
 - 2. Eligible employees accrue the appropriate number of hours of sick leave on a pay period. Accrued sick leave is credited on the last day of the pay period in which earned, provided the employee has been in a pay status for at least 1/2 of the employee's working days in that pay period.
- C. Accumulation. The maximum number of hours of sick leave that any employee may accumulate is 360 hours. Sick leave earned after reaching the maximum will be converted to vacation at a rate of 3 hours of sick leave for 1 hour of vacation up to the maximum vacation accrual.
- D. Use of sick leave.
 - 1. An employee may take paid sick leave when approved by the Supervisor and Human Resources. Leave requested as part of approved FMLA leave shall be approved as sick leave if sick leave is available.
 - 2. A supervisor or Human Resources may require submission of evidence substantiating the need for sick leave. If Human Resources determines the evidence is inadequate, the absence shall be charged to another category of leave or considered absence without leave.
 - 3. Human Resources may require an employee to be examined by a licensed health care practitioner designated by Human Resources. If the licensed

health care practitioner determines that the employee should not work due to illness or injury, Human Resources may place the employee on sick leave or, if the employee's sick leave is exhausted, on vacation leave, or on leave without pay. Human Resources may require the employee to obtain approval from the licensed health care practitioner prior to returning to work. The City shall pay for all examinations required pursuant to this subsection. The employee shall not be charged any leave while participating in or traveling to or from any examination required pursuant to this subsection.

E. Donation of sick leave.

1. Definitions. "Extended illness or injury" means a period of at least three consecutive weeks in which the employee is medically unable to work and the employee is under FMLA or otherwise qualifies for a serious health condition as stated in HR-4-11.

2. Eligibility. a. An employee may donate sick leave to an individual who has no accumulated paid leave if: i. The recipient employee will use the donated sick leave for the recipients own extended illness or injury.

53C ii. A recipient employee may use a maximum of two consecutive months of donated leave (320 hours for employees working 40 hours per week or 424 hours for employees with work periods of 212 hours) donated in a 12-month period, which should be the same as the 12-month period used by the City for FMLA purposes. The eligible period to receive donated leave shall end sooner if the recipient employee qualifies for Long- Term Disability. The starting date for benefits for the Long-Term Disability shall be the date of qualification. iii. The illness or injury is not under workers compensation or job-related. iv. Recipients' donation-leave requests must be approved by Human Resources and is contingent upon availability of financial funding. v. Before using donated sick leave, a recipient employee with a qualifying illness or injury shall exhaust all available compensatory leave, sick leave and vacation leave.

3. Donation of sick leave is voluntary and donating employees will decide how much sick leave hours to give and to whom. Human Resources will establish procedures for donating leave and eligibility for recipients.

4. Unused leave. If the recipient employee separates from City service, recovers before using all donated leave, or the need for the donated leave is otherwise abated, the City shall return unused leave to contributors on a prorated basis.

5. No leave accrual will occur for recipient employees receiving payment entirely from donated sick leave.

6. Hours donated will be applied on an hour by hour basis.

F. Forfeiture. All sick leave credits are forfeited upon separation from the City service except as otherwise provided by law. However, employees who are laid off due to a reduction in force and are reemployed within 1 years after separation will be credited with all unused sick leave at the time of separation.