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CITY OF FOREST ACRES

Sick Leave Policy

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Approval:  Date: 2/10/15
City Administrator

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Sick Leave Policy

I. Policy

Regular full-time employees accrue sick leave at a rate of **8 hours per month**.

Sick leave may not be taken in increments of less than one (1) hour.

Leave must be accrued before it can be used.

Employees hired before May 1, 2008 may accrue up to one thousand fifty six (1056) hours of sick leave. However the maximum carry over balance is nine hundred sixty (960) hours that is adjusted at the end of the pay period that includes January 1st. Any employee whose use of Sick and Family leave reduces their accrued balance to ninety (90) days or less will become subject to the same maximum accrual as employees hired after May 1, 2008, but may be compensated for no more than 1/3 of their unused sick leave when the employee voluntarily terminates for non-disciplinary reasons and gives and properly works a two-week notice of resignation.

Employees hired after May 1, 2008 may accrue up to seven hundred twenty (720) hours of sick leave but will not be compensated for unused accrued sick leave upon termination of employment.

A regular full-time employee may use sick leave without first having completed the six (6) months probationary period. However, sick leave and family leave may not be advanced to an employee before it would otherwise accrue.

When possible, sick leave must be requested in advance by the employee, in writing on forms provided by the City.

Employees must notify their supervisor that they will be out sick from work no later than 30 minutes before they are supposed to report to work; otherwise, their absence from work is charged against their annual leave. Department heads or supervisors may impose earlier call-in procedures due to the nature of their respective staff assignments.

If an employee has exhausted all accrued sick leave, he or she may use any available accrued annual leave.

Paid sick leave runs concurrently with leave taken under the federal Family and Medical Leave Act (FMLA). This means that the same day of absence may count as both paid sick and FMLA leave.

Employees may be required to submit a physician's statement of disability before being eligible for sick leave payment, including absence for prolonged periods of time, if the employee has been counseled for excessive use of sick leave, or if sick leave occurs in a

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pattern or repetitive basis. In some circumstances, employees may be required to provide certification from their physician that they are able to return to work. Abuse of leave or failure to call in as required may result in denial of paid sick leave or disciplinary action.

Separating employees hired prior to May 1, 2008 may be compensated for no more than 1/3 of their unused sick leave when the employee voluntarily terminates for non-disciplinary reasons and gives and properly works a two-week notice of resignation.

II. Use of Sick Leave

Sick leave may be taken when an employee is unable to work due to personal illness, non-work related injury, when the employee's presence may endanger the health of other employees, for personal medical or dental appointments, or for the additional reasons as outlined below.

Excessive, repetitive, or unnecessary use of sick leave may be considered a performance issue and the City may require a doctor's certificate for an employee's absence or to certify that the employee is able to return to duty.

Sick leave also may be used by regular full-time employees up to a maximum of 40 hours per calendar year for:

- a. Illness of a dependent relative. A doctor's statement is required to document the need for the employee's absence.
- b. Accrued Sick leave may be used for Family Medical Leave Act absences.

III. Donation of Sick and Family Leave

An employee may donate up to 84 hours of accrued sick leave to another employee in one calendar year as long as the donating employee maintains an accrued sick leave balance of at least 84 hours for his or her own needs. In order to donate sick leave, the employee must request in writing that leave be taken from the accrued total. The employee receiving sick leave must be incapacitated by a non-work related illness or injury for which the employee has no disability insurance coverage and has exhausted all of his or her sick and annual leave. The employee may receive sick leave from more than one employee and such donations will count as paid leave for the receiving employee.

Employees may not receive more than 84 hours of donated leave per year.

The City of Forest Acres will not coordinate requests for donation of leave but will process all requests that are received. Donations must be made in increments of not less than one hour.