

Sick Leave**Section 4.2.6****PURPOSE**

To establish the policy and procedures for the accumulation and use of sick leave for full-time and part-time City employees.

AUTHORITY

Applicable Memoranda of Agreement (MOA) or Benefit & Compensation Summaries for Management/Professional Employees (Compensation Summary).

POLICY**A. ACCEPTABLE USES OF SICK LEAVE**

Sick leave may be used to cover absences from work for the following reasons:

1. Non-job related illness or injury, including absences of pregnant employees related to pregnancy or childbirth,
2. Routine medical or dental appointments, including diagnosis, care, or treatment of an existing health condition of, or preventative care for, an employee or employee's family member¹,
3. Illness in the immediate family as defined by the applicable Memoranda of Agreement (MOA) or Benefit & Compensation Summary for Management/Professional Employees,
4. Specified circumstances of work-related disability not covered by disability leave provisions, and
5. For a victim of domestic violence, sexual assault, or stalking taking time off of work to obtain relief, including but not limited to obtaining a court order; serving as required by law on an inquest jury or trial jury, appearing in court to comply with a subpoena or other court order as a witness in any judicial proceeding; seeking medical attention; obtaining services from a domestic violence shelter; obtaining counseling; or ensuring the health, safety or welfare for themselves or their child.

B. DRUG OR ALCOHOL-RELATED ABSENCES

Paid sick leave shall not be allowed for any absence from work occasioned by intoxication, chronic alcoholism, or the use of narcotics not prescribed by a licensed physician. If approved by the City, an employee who is enrolled and participating in a substance abuse treatment program may use sick leave for absences resulting from participation in such program.

¹ "Family member" means any of the following: a child, which for purposes of this article means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status; a biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child; a spouse; a registered domestic partner; a grandparent; a grandchild; a sibling; a designated person, which means a person identified by the employee at the time the employee requests paid sick days. An employer may limit an employee to one designated person per 12-month period for paid sick days.

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C. AUTHORIZATION

Sick leave is not a benefit in which an employee may use at his/her discretion; therefore, sick leave will be authorized only in cases where the request for sick leave is reported promptly and used for one of the above reasons. An employee may be required to substantiate any request for the use of sick leave.

The Department Director, or designee may investigate any request for sick leave, or the facts stated in an employee affidavit, whenever doubt exists as to the validity of a sick leave request. Sick leave may be disallowed if: (1) it is not taken for authorized reasons, and/or (2) the regulations as established by the City Manager are not adhered to by the employee.

SICK LEAVE ENTITLEMENTA. SICK LEAVE WITH PAY

The amount of sick leave entitlement is based on the following conditions of employment:

1. Each eligible employee earns sick leave at a rate of 0.04616 hour of sick leave for each hour worked exclusive of overtime. Employees represented by the International Association of Fire Fighters, Local 230 who work twenty-four (24) hour shifts earns sick leave at a rate of 0.04688 hour of sick leave for each hour worked exclusive of overtime.
2. Unused, earned sick leave time may be accumulated without limit.
3. Any authorized, paid sick leave shall be deemed to be time worked for the purpose of computing sick leave and vacation earned.
4. Unpaid leave (s) of absence shall not be deemed to be time worked for the purpose of computing sick leave and vacation earned.
5. Payment for accumulated and unused sick leave at the date of a full-time employee's retirement or death shall be made in accordance with the provisions of the applicable MOA or Compensation Summary.

B. SICK LEAVE WITHOUT PAY

Please see applicable Memorandum of Agreement (MOA) information on sick leave without pay.

C. SICK LEAVE: USE IN CASES INVOLVING WORK RELATED INJURY

1. An employee may use paid or unpaid sick leave to cover an initial waiting period not covered by Workers Compensation Temporary Disability (WCTD). Consult the appropriate MOA or Compensation Summary for detailed information and guidelines. The waiting period generally includes any work time remaining on the date of the injury and the three (3) calendar days immediately following the date of injury.
2. Accrued sick leave may be applicable in cases where the employee must be absent from work during an interim period between the date an examining physician determines the employee's condition to be "permanent and stationary" and the date the

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employee is so notified. Such accrued sick leave may not be used if the employee is otherwise entitled to Worker's Compensation Temporary Disability for this period of time.

Accrued sick leave not exceeding three (3) working days may be granted in circumstances where an alleged job-related illness or injury is involved, but the employee fails to provide medical verification of such job-related illness or injury.

SICK LEAVE REQUEST AND REPORTING

Types of sick leave requests available to employees are:

A. Scheduled Medical or Dental Appointment

When the need for sick leave is known for a scheduled medical or dental appointment, the employee shall request sick leave use and obtain approval of his/her immediate supervisor *prior* to the date sick leave is to be utilized.

Any appointment should be made at a time in which it minimizes the time away from the job.

B. Illness or Injury

When the need for use of sick leave becomes apparent **during off-duty hours**, the employee or someone on behalf of the employee must report such to the employee's immediate supervisor prior to or within one hour after the commencement of the employee's next scheduled work day.

When an employee becomes **ill at work**, the employee must notify his/her immediate supervisor or Department Director or designee and obtain approval for the use of sick leave prior to leaving the job.

In the event that the nature of illness or non-job related injury necessitates **an extended absence**, such as planned hospitalization or surgery, the employee shall submit a request for extended sick leave to the Department Director, or designee, as soon as possible after the need for the extended absence becomes apparent. If an employee does not have enough accrued sick leave available to cover the extended period, the employee should submit a request for an unpaid leave of absence for the remaining time period or request approval to use other paid leave such as vacation.

C. Victim of Domestic Violence, Sexual Assault, or Stalking

When the need for sick leave is foreseeable, the employee shall request sick leave use and obtain approval of his/her immediate supervisor *prior* to the date sick leave is to be utilized.

When the need for use of sick leave is unforeseeable the employee shall provide notice of the need for sick leave as soon as practicable.

PROCEDURES**SCHEDULED MEDICAL OR DENTAL APPOINTMENT, OR OTHER ELIGIBLE EVENT**

Employee 1. Contact immediate supervisor to request use of sick leave.

