

	<b>TOWN OF PARADISE VALLEY</b> <b>Administrative Policy</b>	
	<b>Title:</b> <b>SICK LEAVE</b>	<b>Policy No.</b> AP-10.3
<b>Policy Owner:</b> Gina Monger, Human Resources Director	<b>Approved By:</b> Andrew Ching, Town Manager	
<b>Authorized By:</b> <i>Chapter 10: Holiday and Leave Benefits, Town Employee Handbook</i>	<b>Revision History:</b> 06/09/2023	<b>Effective Date:</b> 06/23/2024

## 1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 10: Holiday and Leave Benefits* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.

## 2. ELIGIBILITY

2.1. Unless specified otherwise in this policy, only probationary and regular status employees are eligible for paid leave benefits based upon their scheduled hours of work per week.

2.1.1. **Tier 1:** Employees scheduled to work 40 hours or more per week, or an alternate schedule that equals 80 hours or more in the pay period.

2.1.2. **Tier 2:** Employees scheduled to work 30 hours, but less than 40 hours per week.

2.1.3. **Tier 3:** Employees scheduled to work 20 hours, but less than 30 hours per week.

2.2. Those employees not covered by *Subsection 2.1.* above, will accrue paid sick leave at the rate of one hour for every 30 hours worked as required by statute, beginning on the 90<sup>th</sup> calendar day of employment.

## 3. SICK LEAVE

3.1. Sick leave hours will accrue each pay period. An employee is eligible for the accrual of sick leave if the employee receives any pay during the pay period.

### 3.2. Accrual Rates

3.2.1. Employees will receive the following sick leave accruals:

Employee Group	Annual Accrual	Per Pay Period (26 total)
Tier 1	96 hours	3.7
Tier 2	72 hours	2.77
Tier 3	48 hours	1.85

### 3.3. Leave Use

3.3.1. Newly accrued hours are available for use on or after the payday of the accrual. Sick leave may be used in the smaller of hourly increments or the smallest increment that the employer’s payroll system uses to account for absences or use of other time.

**3.3.2.** Accrued sick will be provided to an employee for:

- 3.3.2.1.** An employee's mental or physical illness, injury, or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; an employee's need for preventive medical care.
- 3.3.2.2.** Care of a family member with a mental or physical illness, injury, or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury, or health condition; care of a family member who needs preventive medical care.
- 3.3.2.3.** Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- 3.3.2.4.** Excluding ARS 13-4439, absences necessary due to domestic violence, sexual violence, abuse, or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
  - 3.3.2.4.1.** Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse, or stalking.
  - 3.3.2.4.2.** Services from a domestic violence or sexual violence program or victim services organization.
  - 3.3.2.4.3.** Psychological or other counseling.
  - 3.3.2.4.4.** Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse, or stalking.
  - 3.3.2.4.5.** Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse, or stalking.

**3.4. Requesting Leave**

- 3.4.1.** Sick leave will be provided upon the request of an employee. Each department will have a procedure that includes notice and reporting requirements for employees to follow for reporting scheduled and unscheduled absences related to sick leave reasons. The procedure will be in writing and provided to all departmental employees.
- 3.4.2.** When the use of sick leave is foreseeable, the employee will make a good faith effort to provide notice of the need for such time to their supervisor in advance of the use of sick time and will make a reasonable effort to schedule the use of sick time in a manner that does not unduly disrupt the operations of the Town.

- 3.4.3. An employer may not require, as a condition of an employee's taking sick leave, that the employee search for or find a replacement worker to cover the hours during which the employee is using sick leave.

### 3.5. Documentation of Leave Use

- 3.5.1. For sick leave of three or more consecutive workdays, the Town may require reasonable documentation that the sick leave has been used for an authorized purpose as defined in this subsection. Documentation signed by a healthcare professional indicating that sick leave is necessary will be considered reasonable documentation for purposes of this subsection.
- 3.5.2. In cases of domestic violence, sexual violence, abuse, or stalking, one of the following types of documentation selected by the employee will also be considered reasonable documentation:
  - 3.5.2.1. A police report indicating that the employee or the employee's family member was a victim of domestic violence, sexual violence, abuse, or stalking.
  - 3.5.2.2. A protective order; injunction against harassment; a general court order; or other evidence from a court or prosecuting attorney that the employee or employee's family member appeared, or is scheduled to appear, in court in connection with an incident of domestic violence, sexual violence, abuse, or stalking.
  - 3.5.2.3. A signed statement from a domestic violence or sexual violence program or victim services organization affirming that the employee or employee's family member is receiving services related to domestic violence, sexual violence, abuse, or stalking.
  - 3.5.2.4. A signed statement from a witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization.
  - 3.5.2.5. A signed statement from an attorney, member of the clergy, or a medical or other professional affirming that the employee or employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking.
  - 3.5.2.6. An employee's written statement affirming that the employee or the employee's family member is a victim of domestic violence, sexual violence, abuse, or stalking, and that the leave was taken for one of the purposes of *Subsection 3.3.2.4*. The employee's written statement, by itself, is reasonable documentation for absences under this subsection. The written statement does not need to be in an affidavit format or notarized but will be legible if handwritten and will reasonably make clear the employee's identity, and if applicable, the employee's relationship to the family member.
- 3.5.3. Any and all documentation related to the use of sick leave will be provided directly to the Human Resources Department for action as appropriate. The provision of providing documentation under *Subsection 3.5. Documentation of Leave Use* does not waive or diminish any confidential or privileged communications between a victim of domestic violence, sexual violence, abuse, or stalking. The Town will not require documentation that explains the nature of the health condition or the details of the domestic violence, sexual violence, abuse, or stalking.

### 3.6. Excess Hours

- 3.6.1. Sick leave hours in excess 480 hours will be either:

**3.6.1.1.** Converted to vacation leave at the rate of one hour of vacation leave for every two hours of accrued sick leave; or

**3.6.1.2.** Paid at 50% of the total cash value at the employee's current base rate of pay.

### **3.7. Employment Separation**

**3.7.1.** Employees with less than 10 years of continuous service will receive no compensation for any hours of sick leave remaining at the time of their separation.

**3.7.2.** Upon resignation or retirement only, employees with:

**3.7.2.1.** 10 or more years of continuous service will receive 50% of the total cash value of the sick leave hours accrued at the time of separation.

**3.7.2.2.** 15 or more years of continuous service will receive 100% of the total cash value of the sick leave hours, up to a maximum of 480 hours. Accrued hours in excess of 480 will be paid at 50% of the total cash value.