

## SECTION 904

## Sick Leave

- A. Full-time employees shall accrue 3.7 hours of sick leave each pay period, equivalent to 12 days per year.
- B. Part-time employees who are scheduled to work more than 20 but less than 30 hours a week shall be credited 50% of the full time sick leave. Those employees scheduled to work more than 30 but less than 40 hours a week shall be credited 75% of the full time sick leave.
- C. An employee is eligible for the accrual of sick leave if the employee receives any pay during the pay period.
- D. Sick leave includes all periods of approved absence with pay granted an employee due to:
  - 1. Illness or injury which renders the employee unable to perform the duties of the position.
  - 2. Illness, injury, examination or treatment by a health care provider of a member of the employee's immediate family. For the purpose of this section the term immediate family means the employee's spouse, child, and parent.
- E. Each Department Director or supervisor is responsible for control of abuse of the sick leave privilege. Abuse of sick leave may be subject to discipline. Employees utilizing sick leave may be required at any time to furnish a certificate from their health care provider, stating the nature of the illness or injury. Any employee absent from work on sick leave shall notify the appropriate Department Director or supervisor during the first hour of the first day of leave and as often thereafter as directed.
- F. Sick leave shall not be used in lieu of vacation nor shall it be used in addition to vacation.
- G. If an employee is sick or injured but has no accumulated sick or vacation leave, then the employee may take unpaid leave at the discretion of the Town Manager. No monetary compensation will be paid to an employee who does not have accrued paid leave time remaining. The Town will not pay in advance of earning sick time hours or vacation hours, except as set forth in Subsection (M) of this Section or in Subsection 905 (I).
- H. An employee who is absent more than three work days may be subject to the Family Medical Leave Act. Employees who will be absent for medical reasons for more than three days must immediately notify the Department Director, regardless of whether the leave is paid sick leave, paid vacation leave, or unpaid leave. The Department Director is responsible for ensuring the Personnel Officer is immediately notified of absences of more than three days.
- I. Accrued sick leave shall be cumulative from year to year, except as noted in Section 904 J. Sick leave is a privilege provided by the Town as a guarantee against loss of wages during illness. No monetary compensation for unused sick leave shall be paid to any employee upon termination of employment except as stated in Section 610.

- J. Sick leave accumulated in excess of 480 hours must be converted on the 15th of December each year to either vacation time or cash value. If converted to vacation time, the conversion shall be one hour of vacation for every two (2) hours of accumulated sick leave in excess of 480 hours. If converted to cash value the conversion rate shall be made at 50% of the employee's current hourly wage multiplied by the number of hours in excess of 480 hours.
- K. Upon request, an employee shall provide a written release to return to work from a qualified health care provider. The release must be accepted by the Personnel Officer prior to the return to work.
- L. Donation of Vacation Leave: Vacation may be donated to other employees on extended Family Medical Leave and who have exhausted their paid leave accruals. The following stipulations apply:
1. Vacation may be donated by any employee to any other employee who has exhausted all of their paid leave accruals (sick, vacation) because of a medical condition as verified by a health care provider. Employees who are eligible for disability benefits are not eligible to receive donated hours.
  2. The employee donating vacation time must have at least 80 hours remaining after the donation.
  3. If an employee wishes to donate hours, an Authorization for Voluntary Leave Donation and Transfer form, signed by the donating employee indicating the number of hours donated and to whom, shall be submitted to the donating employee's Department Director for approval. Once approved, the form will be forwarded to the Personnel Officer to verify vacation and make the appropriate adjustments.
  4. The value of donated vacation leave will be hour-for-hour, regardless of the employee's rate of pay, and credited to the employee's sick leave bank by the Personnel Officer.
  5. Donated hours will be credited from the date the receiving employee exhausts paid leave.
  6. Upon issuance of a health care provider's release back to duty (either regular or modified duty where offered), no further donated leave will be transferred to the receiving employee.
  7. Hours will be used in the order they are donated by pay period. If any hours remain unused in the receiving employee's sick leave bank, they will be returned to the donating employees in reverse order of contribution (last in, first out) based on the date the donating employee signed the Authorization for Voluntary Leave Donation and Transfer form. In the event more than one employee donated leave on the same day, the hours will be split proportionately based on their amount of respective donations.
- M. At the discretion of the Town Manager, the Town may advance sick leave to an employee during that employee's first twelve months of employment with the Town. The amount of sick leave so advanced shall not exceed what the employee is entitled to accrue in the first full year of employment with the Town. If an employee separates from employment with the Town, for any reason, before accruing the full amount of sick leave that has been advanced, all such un-

accrued leave shall be due and payable to the Town at the employee's then-current hourly rate, and the amount so calculated may be withheld in full or in part from the employee's final paycheck.