

SICK DAYS

New employees shall only receive one working day sick leave for the initial month of employment if they begin work on the 1st through the 8th day of the calendar month and one-half working day if they begin on the 9th through the 23rd day of the month, no sick leave accrues to that employee for that month.

After the initial month of employment and up to the end of the first calendar year, employees shall be credited with one working day for each month of service. Thereafter, at the beginning of each calendar year in anticipation of continued employment, employees shall be credited with 15 working days sick leave.

If any such employees require none or a portion of such allowable sick leave for any calendar year, the amount of such leave not taken shall accumulate to his/her credit from year to year, and he/she shall be entitled to such accumulated sick leave with pay if and when needed.

Permanent part-time employees earn sick on a prorated basis.

The amount of sick leave which you have accumulated is posted annually.

Sick leave may be used for genuine illness or accidents which prevent you from working.

If an employee is absent for five (5) consecutive working days, the appointing authority shall require acceptable evidence on the form prescribed. The nature of the illness and length of time the employee will be absent should be stated in the doctor's certificate.

An employee who has been absent on sick leave for a period totaling more than fifteen (15) days in one calendar year consisting of periods of less than five (5) days shall

have his/her sick leave record reviewed by the respective appointing authority and thereafter may be required to submit acceptable medical evidence for any additional sick leave in that year.

Note: The City may require an employee who is absent because of personal illness, as a condition of his or her return to duty, to be examined by a physician. Such examination is capable of performing his/her normal duties and that such return will not jeopardize the health of other employees.

It is to your advantage to accumulate your sick leave. Not only will you have a “bank” upon which to draw if you should become ill, you may also obtain partial payment for unused time when you retire. Upon retirement, employees are entitled to receive fifty percent (50%) of sick time as additional severance pay.

Please refer to ABSENTEEISM for abuse of Sick Time.