

# CITY OF COMMERCE ADMINISTRATIVE POLICIES

## SICK LEAVE

### 1.0 PURPOSE

To establish guidelines for the use of sick leave for personal illness and on-the job injuries for City employees.

### 2.0 POLICY

- 2.1 All regular full-time and regular part-time employees will be entitled to sick leave as follow:
- A. Firefighters working shifts will earn (12) hours of sick leave each month.
  - B. All other full-time employees will earn eight (8) hours of sick leave each month.
  - C. Part-time regular employees may be granted a pro rata rate for each calendar month.
  - D. Temporary employees are not eligible for sick leave payment.
- 2.2 Accumulation of sick leave credits will be limited to (960) hours for full time employees except for firefighters who will be limited to (1,440) hours. Part-time regular employees will be limited to (480) hours.
- 2.3 Sick leave may be taken in increments equivalent to (1) hour of work because of personal illness, personal injury, legal quarantine or routine health care appointments which cannot reasonably be scheduled outside working hours or for serious illness in the employee's immediate family.
- 2.4 Employees may use sick leave benefits for on-the-job injury for (5) days to determine if able to return to work.
- 2.5 Employees will not use sick leave benefits while receiving Workers' Compensation temporary disability benefits.
- 2.6 The City may request and obtain verification of the circumstances surrounding the use of sick leave and employees using or attempting to use sick leave without proper cause will be subject to disciplinary action, up to and including dismissal.
- 2.7 Employees who use sick leave for (3) consecutive work days must have a diagnosis of the sickness from a qualified doctor.
- 2.8 Full-time employees who use more than (56) sick leave hours annually, (96) for fire service employees or (28) for part-time regular employees will be counseled by their respective Department Head.
- 2.9 If an employee continues to use sick leave, a doctor's statement will be required for each absence.

- 2.10 Disciplinary action, up to and including dismissal, will be taken for continued abuse of sick leave.
- 2.11 Employees who have experienced legitimate illnesses or injuries may have the above requirements waived by the Department Director.
- 2.12 Vacation leave may be used to supplement sick leave.
- 2.13 In the event of serious illness or injury and with the consent of the City Manager, upon recommendation of the Department Director, may advance an employee up to the maximum number of sick leave hours that can be accrued in one year.
- 2.14 In the event of termination, an employee who is indebted for such advance leave will have the remaining days deducted from his/her final payroll check or will reimburse the City the amount owed.
- 2.15 An employee who becomes sick or injured during a vacation may request that the vacation be terminated and the time of the illness or injury be charged to sick leave.
- 2.16 Employees will not be paid for unused sick leave upon termination of City employment.
- 2.17 Employees will be paid for unused sick leave under the following conditions:
  - A. Employees retiring from municipal service will be compensated for all unused vacation and sick leave.
  - B. The estate, of employees, that are eligible to retire from City employment, at the time they decease, will be compensated for all unused vacation and sick leave.
- 2.18 Sick leave credits are not transferrable between employees.
- 2.19 Each employee eligible for sick leave will be compensated, the first week of December, at the rate of 25% of unused sick leave accumulated during the preceding (12) months.
- 2.20 In the event any person having accrued sick leave ceases to be employed by the city and thereafter re-employed within (1) month of the date of termination of former employment, accrued sick leave may be reinstated with approval of the City Manager.
- 2.21 Sick leave will not accrue while employee is on Leave of Absence Without Pay
- 2.22 Earned sick leave accruals must be exhausted prior to taking an unpaid medical leave of absence.
- 2.23 It is the responsibility of each Department Director to ensure the provisions of this policy are observed.

3.0 DEFINITION

- 3.1 Immediate family is defined as:  
Spouse, children, stepchildren, brother, sister, parents, grandparents,  
grandchildren, mother/father-in-law, brother/sister-in-law and other  
relatives living in the same household.

4.0 PROCEDURES

- 4.1 An employee who goes on sick leave must notify his/her Department Director immediately or within 30 minutes after the beginning of the scheduled work day.
- 4.2 Failure to do so may result in denial of such leave pay.
- 4.3 The employee will keep the Department Director informed daily for the first four consecutive days if he/she does not plan to return to work that day. Thereafter, the employee must contact the Department Director weekly to inform them of a projected return date.
- 4.4 Sick leave will be rounded off to the nearest half hour.
- 4.5 No sick leave will be given to an employee in excess of the amount earned and available to the employee except as approved under 2.13 of this policy.
- 4.6 When an employee is transferred to another position, any unused sick leave which may have accumulated to the employee's credit will transfer with the employee.
- 4.7 An employee will fill out an Absence Report Form as soon as he/she returns to work.
- 4.8 Department Director will ensure that any sick leave used will be reflected with the submission of time sheets and will forward the Absence Report Form to the Payroll Clerk.

EFFECTIVE: 1-29-13

LAST REVISED: 11-10-09

CITY MANAGER APPROVAL: \_\_\_\_\_

