

III. TIME OFF BENEFITS

D. SICK LEAVE

The City recognizes that inability to work because of illness or injury may cause economic hardship. For this reason, the City provides paid sick leave to eligible full- and part-time, regular employees. Use of available sick leave does not necessarily constitute an acceptable or excused absence; see the City Employee Attendance Policy in Section VI-N of the employee handbook.

1. Accrual

Full-time, regular employees will accrue sick leave on a per pay period basis at the rate of 96 hours per year. MOU covered Fire Medical staff working 24 hour shifts will accrue sick leave at the rate of 9.908 hours per pay period; 8 hour staff at the rate of 6.55 hours per pay period. Part-time, regular employees will accrue at a rate proportionate to the full-time, regular rate.

2. Accumulation

There is no maximum amount of sick leave that can be accrued. Sick leave will not accumulate during a leave of absence without pay of more than two weeks.

3. Uses of Sick Leave

The City expects employees to show up for scheduled work periods. When an employee is unable to report to work due to illness, FMLA qualifying events, bodily injury or disease, exposure to contagious disease and appointments with health care providers or dentists, the employee shall report the absence to the immediate supervisor prior to the regular time for reporting to work or according to departmental policy. Sick leave may not be granted unless such a report is made. The employee must inform the immediate supervisor on each day of absence of the employee's condition unless the absence is of more than three days duration, in which case the employee may inform the supervisor of the projected date of return. The employee must inform the supervisor of the new date if the date changes. Sick leave may also be used for the immediate family under the same conditions as usage by the employee. Immediate family includes the employee's spouse (same-sex legally married, opposite sex legally married, common law and domestic partner), child (including adult and foster), parent, sibling, grandparent, grandchild, corresponding in-law or "step" relation. In addition to these family members, family sick leave days may be used for any other family member permanently residing under the same roof as the employee.

The supervisor may require proof of illness such as a statement signed by an attending physician or other proof satisfactory to the supervisor for any absence chargeable to sick leave of any duration.

Sick leave may be used for job-related injuries and illnesses to supplement the City's Workers' Compensation program.

Exempt employees will only be required to record sick leave usage when absent from work for one half or more days.

4. Payment at Separation

All employees (except as noted below) who separate from service through resignation, reduction in force, termination, retirement, or death shall be compensated at their regular rate of pay according to the following schedule with the maximum amount paid of 260 hours.

Completed Years of Service with the City	% Accrued Sick Leave Paid	Maximum Hours Paid
0 through 4	0%	0
5 and over	25%	Up to 260

Sworn Fire Medical personnel who separate from service through resignation, reduction in force, termination, retirement, or death shall be compensated at their regular rate of pay for one quarter (25%) of their accumulated sick leave up to a maximum of 366 hours paid for 24-hour shift employees and 260 hours paid for all others.