SICK LEAVE

I. PURPOSE

To provide income protection for employees who, because of illness or accident, are temporarily absent from work.

II. SCOPE

Regular full-time and regular-part-time employees.

III. POLICY

Full-time employees earn one day of sick leave per month. Part-time employees earn sick leave on a pro-rated basis. Leave is accrued on a biweekly basis.

Sick leave shall not accrue for any month during which an employee is in a pay status for less than half the standard number of paid days in a month for his/her type of job.

The number of sick leave days credited is not intended to establish a guideline for acceptable attendance. Claiming of sick leave benefits in excess of standards set in the attendance policy will constitute grounds for supervisory review. Likewise, evidence of the abuse of this benefit may constitute grounds for disciplinary action up to and including termination. See Attendance #423.

IV. PROCEDURE

A. Eligibility

Sick leave may be taken because of:

- personal illness or disability
- injury
- legal or doctor ordered quarantine
- attending to an illness of a member of the immediate family within the first degree of consanguinity (including the birth of a child)
• routine health care appointments of employee or employee’s immediate family which cannot reasonably be scheduled outside working hours.

For on the job injuries See Injury Leave # 314.

B. Accruals Prior to October 1, 2004

On September 30, 2004 all employees’ sick leave accruals were frozen in a "bank". "Banked" sick leave hours will be eligible for use at the discretion of the employee.

C. Sick Leave Annual Bonus

After an employee has attained an accumulation of 480 hours of sick leave (including any accruals frozen in their bank), he/she will become eligible to accumulate sick leave, on an annual, fiscal year basis, of up to twelve (12) days of sick leave. If a sick day was taken in accordance with this manual, the employee would be able to draw from this annual accumulation, however, for any remaining sick leave accumulated during that year, the City would exchange personal leave in accordance with the following schedule to be taken during the subsequent fiscal year:

<table>
<thead>
<tr>
<th>Accumulated Days</th>
<th>Personal Leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 days</td>
<td>4 days</td>
</tr>
<tr>
<td>9-11 days</td>
<td>3 days</td>
</tr>
<tr>
<td>6-8 days</td>
<td>2 days</td>
</tr>
<tr>
<td>3-5 days</td>
<td>1 day</td>
</tr>
<tr>
<td>0-2 days</td>
<td>0 days</td>
</tr>
</tbody>
</table>

Each fiscal year is treated separately, and each fiscal year is an accumulation by itself. Further, the personal leave calculations start over each fiscal year. Earned bonus personal leave time must be taken in the following year and will not carry over from year to year. This does not apply to civil service employees. Civil service employees should refer to Local Government Code Chapter 143 and the Rules and Regulations of the Civil Service Commission of the City of Georgetown for guidelines on leaves.

D. Payout Upon Separation
All employees hired prior to October 1, 2004 will be eligible for the payout of their "banked" sick leave. Upon separation in good standing, payment shall be made for fifty percent of the unused accrued sick leave up to a maximum of 60 days of pay for 120 days of accrued sick leave at their pay rate when the hours were banked. Civil Service employees should refer to Local Government Code 143.045 and the Rules and Regulations of the Civil Service Commission of the City of Georgetown for guidelines on the payout upon termination.

Employees hired on October 1, 2004 or later will not receive a payout of sick leave upon termination.

E. Increment

Non-exempt employees may take sick leave in increments of one-half hour. Exempt employees should take sick leave in increments of no less than 2 hours.

F. Maintenance of Contact

1. It is the employee's responsibility to contact his/her supervisor daily if absent for more than one day. Exceptions to this requirement would be hospitalization, or a prolonged catastrophic illness, or a determination by the City that the absences qualify as family and medical leave.
   See Family and Medical Leave #322.

2. Failure to give proper notification as defined by division or department policy will result in an absence without leave during any time away from work. See Attendance #423, V. C., Absence Without Leave.

G. Three or more Consecutive Days

Sick leave taken for three or more consecutive days may be subject to family and medical leave and may require doctor certification before return to work is authorized. See Family and Medical Leave #322.

H. Abuse of Leave Time

1. A supervisor may at any time require satisfactory proof of the proper use of sick leave and may disallow sick leave in the absence of such proof. An employee who misuses sick leave should be counseled and will be subject to corrective action up to and including termination.

2. Evidence of abuse of leave privileges can include, but is not limited to:
• Frequent unapproved absences on Friday and/or Monday; or
• Maintaining low or zero paid leave balances; or
• Frequent unapproved absences prior to or following a holiday; or
• Any pattern of absences that can be identified by a review of leave usage.

I. Exhaustion of Benefit

After an employee’s accumulated sick leave has been exhausted:

1. An employee shall first use compensatory time then vacation time for circumstances that would qualify as sick leave.

   NOTE: After an employee has exhausted all vacation and compensatory leave, an employee may request sick leave from the City Manager and the Citywide sick leave bank. The Human Resources department will coordinate the request of such leave.

2. An employee may be granted leave without pay but shall not exceed a maximum of 26 consecutive weeks. See Leave Without Pay #321. Civil service employees should refer to Local Government Code Chapter 143 and the Rules and Regulations of the Civil Service Commission of the City of Georgetown for guidelines on leaves.

J. Physician’s Release Upon Return

1. Generally, when the employee seeks to return to work after 3 or more days of absence, the employee shall be required to furnish a statement from their physician to the effect that the employee’s physical condition permits the resumption of employment without endangering the employee’s health or the health of others.

2. The City may request clarification by a physician of the City’s choice.