

SICK LEAVE

Revised July 2003

Edited September 2005 for Proper Policy Reference due to renumbering

SECTION: 26

A. PURPOSE

Sick leave may be used when employees are incapacitated by sickness or injury, for medical treatment, for employee's or dependent's scheduled doctor or dentist appointments, for necessary care and attendance of a member of the employee's family living in the employee's household, and exposure to contagious diseases when work duty would jeopardize the health of others.

B. MATERNITY LEAVE

Tooele City recognizes pregnancy as an illness and the sick leave provisions will govern leave.

C. LEAVE ACCRUAL

Full-time Regular and Appointed employees accrue 3.7 hours of sick leave per pay period. In some circumstances; employees may be entitled to prorating of the accrual rate (See Section 4: Employment Status & Benefits Eligibility). (Accrual while absent will be addressed under Extended Leave Policy).

D. ACCRUAL DURING LEAVE

See Section 27: Leave of Absence regarding accrual of sick leave during leave from employment.

E. SAME DAY AS HOLIDAY

A holiday that falls on a regular working day within a period when sick leave is being taken will be credited as a holiday and not as a day of sick leave.

F. DISCRETION AND ABUSE

Each supervisor must use discretion in approving sick leave, but must also insist that sick persons stay off the job as applicable. Employees abusing sick leave will not be paid. Section: 27 Extended Leave should be referenced when there is planned, prolonged, or excessive sick leave use.

G. MEDICAL CERTIFICATE FOR EXCESSIVE USE

Any application for grant of sick leave to cover an absence which exceeds four successive working days shall be supported by a medical certificate and may trigger approval for extended leave pursuant to Section 27: Extended Leave. When excessive sick leave is being taken, a doctor's diagnosis or other evidence of illness may be required for absences of less than four days.

H. REINSTATEMENT OF SICK LEAVE IF REHIRED AFTER REDUCTION IN FORCE

Accrued sick leave available to an employee at the time of a reduction in force shall again become available if rehired within twelve months from the reduction.

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I. NOTIFICATION REQUIRED

Sick leave may not be granted unless the employee or a member of the employee's immediate family notifies the supervisor or department head of the absence prior to or within two hour after the scheduled reporting time. Department heads may impose stricter reporting standards if work duties require immediate coverage, thus not allowing for a two hour unreported absence.

J. WORKERS' COMPENSATION

Employee's may utilize accrued sick leave to supplement Worker's Compensation benefits up to the employee's regular bi-weekly rate of pay. Employee's will be required to complete a time card indicating their desire to supplement income paid by worker's compensation insurance.

K. SHORT-TERM DISABILITY

Because contracts change, please contact the human resource office to determine current policy on use of sick leave while on short-term disability.

L. SICK LEAVE ADVANCE

If short-term disability benefits are not in effect and in the event of an extended illness, the mayor may grant additional sick leave equivalent to the amount that would be accrued through the end of the year. The following are instances that may justify the extension of sick leave:

1. Absence due to injury;
2. Extended absence due to major illness or surgery; or
3. Other reasonable absences due to sickness or injury when no pattern of absence or abuse of the sick leave privilege has been demonstrated.

M. ANNUAL LEAVE

Sick leave may not be used for annual leave. Annual leave may be used for sick leave when sick leave credits are exhausted.

N. SICK LEAVE PAY-OUT

During January, employees may elect to be paid for one-fourth (25%) of the sick leave they accumulated during the prior calendar year but did not use.

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O. **MAXIMUM UNUSED SICK LEAVE**

(Repealed Ordinance 2000-19) There is no maximum accrual limit.

P. **SEPARATION**

An employee separating from Tooele City is not compensated for unused sick leave except that accrued sick leave available to an employee at the time of separation is again available to him or her upon returning to service as long as the employee returns within 12 months of separation from service.

Q. **RETIREMENT**

See ~~Section 11:~~ Section 30: Retirement, herein this Manual, for specific provision relating to retiree sick leave conversions.