

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REV	EFFECTIVE DATE	SUPERSEDES	PAGES
Assumption of Sick Leave	C-13	1	June 1, 2007		1 of 1

Prepared By: Policy Review Committee	Approved By: Grant Goings City Manager
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1.0 Purpose

To provide for an increased retirement benefit and salary continuation during short term disabilities

2.0 Policy

Employees who had accrued and unpaid sick leave hours at the time of their departure from organizations either covered under the State of North Carolina Retirement system or that has reciprocity with the system, may submit a request to have that sick leave credited to them by the City of Wilson.

3.0 Scope

All full-time employees are covered by this policy.

4.0 Definitions

Reciprocity: Permits employees in one retirement system to transfer service credits earned in one system to another retirement system at a cost determined by the new system.

5.0 Rule/Procedures

- 5.1 Interested employees must present a letter to the Human Resources Director from an authorized official of the former employer which details the dates of employment and unpaid sick leave balance at the time of the employee's departure.
- 5.2 The Human Resources Director will review the letter and any other pertinent matters and determine whether or not the sick leave balance should be accepted.
- 5.3 If accepted, the sick leave balance from the former employer will be added to the employee's accumulated hours of sick leave with the City of Wilson. These hours may be used by the employee in the same manner as described throughout this manual.
- 5.4 Employees who are rehired or reinstated may have hours of accrued unused sick leave returned to their account if records are available to verify their existence.