

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT**NUMBER****EFFECTIVE DATE**

Sick Leave

C-8

August 1, 2011

Prepared By: Human Resources & Risk Services


Approved By: Agnes Speight,
Assistant City Manager**1.0 Purpose**

To ensure the proper authorization and reporting of sick leave accrual, accumulation and usage.

2.0 Policy

The City of Wilson recognizes that an inability to work because of illness or injury may cause an economic hardship. It is also recognized that employees may require time off to seek necessary medical treatment. For these reasons the City of Wilson provides sick leave pay to all eligible employees.

3.0 Scope

All full-time and permanent part-time employees are covered by this policy.

4.0 Definitions**Immediate Family:**

- 4.1 For the purpose of this policy, immediate family is defined as spouse, parent, legal guardian or child. (Immediate Family is defined differently in FMLA and Funeral Leave policies.)
- 4.2 With the approval of the City Manager, immediate family may be construed to include others where the degree of closeness of the relationship to the employee warrants consideration as immediate family.

5.0 Rules/Procedures

- 5.1 Each full-time employee will accrue sick leave at a rate of twelve (12) days per year.
- 5.2 Each permanent part-time employee will be allocated three (3) days of sick leave per year.
- 5.3 Sick leave accrual for an employee whose payroll record reflects hours of leave without pay shall be pro-rated based on hours actually worked by the employee for that period.
- 5.4 The accumulation of sick leave is unlimited.
- 5.5 Probationary employees are permitted to use accumulated sick leave.
- 5.6 Sick leave may be granted when an employee needs to be absent from work for any of the following reasons:
 - 5.6.1 Personal illness or injury;
 - 5.6.2 Medical or dental appointments that require more than two hours away from the job
 - 5.6.3 Exposure to a contagious disease when continuing to work might jeopardize the health of others;

- 5.6.4 Non-FMLA illness of an immediate family member requiring an aggregate total of not more than six (6) work days per year. The employee may be required to furnish a physician's certification;
- 5.6.5 FMLA illness for employee or immediate family member.
- 5.7 Notification of the desire to use sick leave should be submitted to the employee's appropriate supervisory personnel prior to the start of their scheduled shift. In the event an employee is absent due to illness, a "Request for Leave" form must be completed indicating the amount of sick leave used.
- 5.8 With the exception of FMLA approved leaves, a supervisor may request, at any time, a physician's certification regarding the inability to work and the time required to be absent from work.
- 5.9 If the physician indicates that an employee is able to resume the duties of his/her position, the employee will be required to return to work. If the physician indicates that the employee will not be able to resume the duties of his/her regular position, the employee may explore alternatives with his/her supervisor or department head.
- 5.10 An employee separating from City service may not receive payment for unused sick leave.