STANDARD PROCEDURE

CITY OF WILSON	PERSONNEL MANUAL			
SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES	
Sick Leave	C-8	March 2021	8/2011	Page 1 of 2
Prepared By: Human Resources			Approved By: Harr	y Tyson, Deputy City Manager

1.0 Purpose

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

2.0 Scope

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

3.0 Policy

The City of Wilson recognizes that an inability to work because of illness or injury may occur and that employees may need time off to seek necessary medical treatment. The City of Wilson provides sick leave pay to eligible employees to help alleviate the economic hardship these situations may create.

4.0 Definitions

4.1 <u>Immediate Family</u>: For the purpose of this policy, immediate family is defined as spouse, parent, legal guardian or child. In exceptional cases, at the discretion of the supervisor, division/department head or higher, immediate family may be construed to include others where the degree of closeness of the relationship may warrant consideration as immediate family.

5.0 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 accrue sick leave at a rate of three (3) days per year.
- 5.3 Sick leave accrual for an employee 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 may be permitted to use accumulated sick leave at the discretion of the supervisor.
- 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/dental appointments that require more than two hours away from work
 - 5.6.3 Exposure to a contagious disease when continuing to work might jeopardize the health of others (as determined by a medical professional)
 - 5.6.4 Non-FMLA (Family Medical Leave Act) illness of an immediate family member (the employee may be required to furnish a physician's note/certification)
 - 5.6.5 FMLA illness for employee or immediate family member (as defined by FMLA policy/law)
- 5.7 Notification of the desire to use sick leave must be submitted to the employee's supervisor per departmental policy/procedures, prior to the start of their scheduled shift.
- 5.8 With the exception of FMLA approved leave, a supervisor may request, at any time, a physician's note regarding the inability to work and the time required to be absent from work. (Note: Supervisors should work with Employee Health and Wellness Center medical staff for proper handling of non-FMLA personal health information).

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- 5.9 If the physician indicates an employee is able to resume the duties of his/her position, the employee will be required to return to work.
- 5.10 If the physician indicates the employee will not be able to immediately resume the full duties of his/her position, but may work with specific restrictions, the employee and supervisor(s) will evaluate alternatives. In cases where no viable options exist, the employee may be required to continue leave until full duty status is obtained or leave term limitations established in City policy *E-6: Transitional Duty* are met.
- 5.11 An employee separating from City services will not receive payment for unused sick leave

6.0 Administrative Guidelines

- 6.1 Departmental guidelines for requesting/receiving approval for use of sick leave shall be followed by employees.
- As with all leave benefits, use of sick time is granted at the discretion of department supervision, and may be denied in cases of overriding operational needs.
- 6.3 Excessive use of sick time, as deemed by department supervision, may result in a requirement for the employee to bring proof of illness/appointments from a medical professional and/or disciplinary action.