

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
Sick Leave	C-8	March 2021	8/2011

Prepared By: Human Resources

Approved By: Harry Tyson, Deputy City Manager

- 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.
 - 6.2 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.