

| Agenda Item | cover sheet

for consideration by the Apex Town Council

Item Type: CONSENT AGENDA

Meeting Date: November 23, 2021

Item Details

Presenter(s): Mary Beth Manville, Human Resources Director

Department(s): Human Resources

Requested Motion

Motion to approve the Additional Sick Leave Policy for Town employees, effective January 10, 2021.

Approval Recommended?

Yes

Item Details

At the January 28, 2021 Personnel Committee, Town staff presented a list of potential benefit enhancements to include in the upcoming budget. One of the items included was a new leave benefit, "Additional Sick Leave." This new leave would allow long-term employees to accrue an additional amount of sick leave during their 15th and 25th year of service with the Town, that could be used for a family medical leave qualifying event of their own serious health condition or to care for a family member. At the time of retirement from the Town, any unused additional sick leave could be converted to years of service for retirement or retiree health insurance purposes. The Personnel Committee approved moving forward with the new leave policy, contingent upon Human Resources confirming with the North Carolina Local Government Employees Retirement System that the sick leave would be eligible for retirement purposes. Human Resources Director Mary Beth Manville spoke with two employees at the Local Government Employees' Retirement System, and both confirmed that the sick leave would be eligible for conversion to creditable service as long as the leave was earned under an established Town policy. Therefore, the Town is bringing the policy to Council for approval.

Implementation

If approved, this policy would become effective January 10, 2022, and apply to Town employees who hold full or part-time regular positions and are in an active employment status. Eligible employees would begin accruing the new leave once they meet the years of service requirements. Eligible employees who have

already met the 25 and/or 15 years of service would be credited the amount they would have earned had the policy been in place at the time they met the requirements.

The Town's Personnel Policies would be updated to include the following new policy:

Additional Sick Leave

In addition to regularly accrued sick leave, at the beginning of the 15th year of active service, employees holding a full or part-time regular position will have an Additional Sick Leave account established and accrue ten (10) days per month for the next 12 consecutive months. Beginning at the 25th year, employees will accrue an additional ten (10) days of Additional Sick Leave per month for the next 12 consecutive months.

To use the additional sick leave, an employee must have a family medical leave qualifying event of either their own serious health condition or to care for an immediate family member with a serious health condition. "Serious health conditions" include conditions covered under the Family Medical Leave Act, and a medical certification documenting the need for the leave will be required.

Additional Sick Leave is not eligible for payout but may be used towards years of service requirements for retirement and retiree health insurance purposes. Leave will be prorated based on the Town's sick leave earning rates for employees who do not work a 40 hour per week schedule.

Attachments

- N/A

