



City of Cooper City City Policies and Procedures

SUBJECT	Sick Leave
POLICY #	02-009
City Commission Approval Date:	Rev: _____(date)

Policy:

This Sick Leave policy is designed to provide [employees hired before June 1, 2025, with](#) continuation of position and salary in the event of illness or injury, and to promote the conservation of sick leave for extended protection. To help protect employee income during illness, the City provides employees with a Sick Leave Policy. Under this benefit, employees accumulate eight (8) hours of sick leave per month for any month in which they are on paid status for at least one hundred twenty (120) hours. This section's paid status includes vacation leave, holiday pay hours, sick leave, and compensatory leave. Paid status does not include donated sick leave or workers' compensation leave.

Sick leave may be used for illness or injury of the employee and for doctor/dentist appointments when it is not possible to schedule them during non-working hours. When unavoidable, sick leave may be used for illness or injury of the employee's spouse, children, step-children, or parents when it is not possible to schedule appointments during non-working hours. Sick time used for health care provider appointments that are not medically urgent must be scheduled in advance and approved by the supervisor. Sick leave may not be used to extend vacation leave. The City reserves the right to require a written physician statement as proof of the appointment for sick leave benefits.

Sick leave is a privilege and, therefore, must be used only for legitimate illness. When an employee is ill and cannot report for work, the employee or a family member must notify the employee's supervisor no later than when the employee is regularly required to report to work. If an employee fails to contact their supervisor, the leave will be considered unauthorized leave and may be subject to disciplinary action.

Sick leave benefits may not be granted if it is requested for scheduled workdays just before or after holidays or vacations unless evidence of illness is furnished to the employee's supervisor. If a holiday is observed while an employee is out on extended sick leave while under a physician's care, the time shall be charged to holiday time and not against sick leave.

Sick leave benefits may not be abused. Employees who abuse sick leave will be subject to disciplinary action. Any use of this privilege, except for legitimate illness or disability, will be treated as falsification of time records and subject to immediate disciplinary action. Examples of sick leave abuse include, but are not restricted to, the following:

- Creating a pattern by taking leave before or after weekends, the first day or last day of the normal workweek, if the workweek is other than Monday through Friday, or before or after a holiday or a vacation.
- An employee telling co-workers of a plan to take a day off and then calling in sick that day.

Sick Leave Cash-Out Policy

Employees may accrue a maximum of 90 days (equivalent to 720 hours) of sick leave. Any accumulation in excess of ninety (90) days is forfeited. Full-time employees who leave the City in good standing shall receive a cash payment for accumulated leave time in accordance with the following schedule:

1. Employees who have satisfactorily completed fifteen (15) years of service as paid, regular full-time employees, who resign or retire voluntarily (i.e., are not discharged for cause) and give at least two (2) week's notice to the Department Director of such resignation or retirement, will receive payment for seventy-five percent (75%) of their accumulated sick leave hours, to be computed at their rate of pay as of their last day worked.
2. Employees who have satisfactorily completed ten (10) years of service and who meet the additional conditions of paragraph (1) above will receive payment for fifty percent (50%) of their accumulated sick leave hours, to be computed at their rate of pay as of their last day worked.
3. Employees who have satisfactorily completed at least five (5) years of service and who meet the additional conditions of paragraph (1) above will receive payment for twenty-five percent (25%) of their accumulated sick leave hours, computed at their rate of pay as of their last day worked.

Sick Leave Conversion Policy

Full-time employees with a minimum balance of 550 sick leave hours may convert up to 6 sick leave days into annual leave or a monetary payout as budgetary conditions permit, as follows:

1. The conversion equivalency shall be one (1) annual leave day for every two (2) sick leave days, up to a maximum of six (6) sick leave days.
2. Utilizing the standard set forth in Section 1 above, employees may convert sick leave into cash payments instead of annual leave.
3. Sick leave conversions can only be in increments of eight (8) hour days.
4. The employee must request the conversion or payout in writing to their Department Director no later than November 30th of each year. Requests for advance payments or advance conversions will not be granted, and requests after November 30 will be void.

Paid Time Off (PTO) Policy

The City provides full-time employees hired after June 1, 2025, with Paid Time Off (PTO) to allow them time for personal activities outside of the office and for sick time when necessary. Full-time employees will have eight (8) days of PTO from the time of hire and each year after that on their anniversary in place of sick days. Employees must notify their supervisor in advance if they plan on using PTO, with the exception of emergencies and sick time.

PTO benefits may not be abused. Employees who abuse PTO will be subject to disciplinary action. PTO may not be cashed out or accrued from one year to the next.

Employees hired before June 1, 2025, who accrue sick days, may choose to convert to PTO under the following conditions:

- Employees changing from sick time to PTO may only change one (1) time during their employment with the City. Once they change to PTO, they may not change back to sick time.
- If the employee had sick time accrued prior to the change, it would remain in their sick bank but would not continue to accrue. The employee would have the choice to cash out their sick time accrued according to the specifications of the sick leave cash-out policy.
- Employees who switch to the PTO program will be guided by the same rules as the employees hired after June 1, 2025.