

## 11 SICK LEAVE

### 11.1 SICK LEAVE

- a. Sick leave shall accumulate at one day per month of continuous service at the basic pay rate, with a maximum of 120 working days of sick leave. Sick leave shall be carried over from one year to another. Sick leave used shall be deducted from sick leave credit. Terminating employees shall collect payment on any of their remaining sick leave balance at their basic pay rate.
- b. Two casual days shall be allowed for each employee per year. These casual days shall be deducted from their sick leave balance.
- c. An eligible employee may use sick leave benefits for an absence due to illness or injury or that of the employee's child, parent, spouse, or step-family.
- d. All absences from work chargeable against sick leave shall be reported to the Department Head as soon as possible and no later than the time for the start of work on the day of absence. All absences due to illness over three consecutive days shall be considered extended sick leave. The employee may be required to produce a doctor's certificate at the discretion of the City Administrator or Department Head. When the city has reason to believe that an employee is abusing the sick leave privilege, a doctor's certificate may be requested for each authorization for sick leave.
- e. In the event an employee with five or more years of continuous service uses up their accrued sick leave of 30 days or more for a serious illness or injury in any one year, they shall be allowed to borrow ten days' sick leave at the start of the following calendar year. Regular accrual shall begin with the eleventh month.
- f. In the event of serious illness to an employee necessitating extended leave beyond the period of accrued sick leave, a leave of absence may be granted at the discretion of the City Council.
- g. Sick leave is intended as a privilege extended to employees only for legitimate authorized purposes.