

Meeting Date
November 6, 2023

CITY OF LAKE CITY

Report To Council

AGENDA	
Section	
Item No.	

SUBJECT: Modify Personnel Manual Section 10.02 D - Sick Leave Incentive
DEPT. / OFFICE: Human Resources, City Hall

Originator: BillieJo Bible, Human Resources Director		
City Manager Dee Johnson	Department Director BillieJo Bible	

Recommended Action:
 Modify Personnel Manual Section 10.02 D, related to sick leave incentive annual payment date, balance, and availability to be effective 11/6/2023. Also, authorize the current incentive policy to remain in effect through 11/30/2023 and to run concurrently this year only with proposed new policy.

Summary Explanation & Background:
 Current policy: Section 10.02 D - Sick Leave Incentives
 Annually, during first week of December, employees having a sick leave balance of 60 hours or more may request payment for up to 24 hours of available sick leave. All employees may use up to four (4) days sick leave during the budget year as "personal" leave days. Personal leave days may not be carried over to a new budget year.

Proposed policy: Section 10.02 D – Sick Leave Incentives
 Annually, during first week of ~~December~~ November, employees having a sick leave balance of ~~60~~ 80 hours or more may request payment up to ~~24~~ 40 hours of available sick leave. All employees may use up to four (4) days sick leave during the budget year as "personal" leave days. Personal leave days may not be carried over to a new budget year.

By modifying the policy from December to November will provide employees the availability of the funds prior to the Christmas Holidays.

Staff is proposing for the current incentive to remain in effect through 11/30/2023 and run concurrent with the proposed new policy for this year only. This gives those employees who intended to claim the 24 hours with a balance of 60 hours, the opportunity to still submit their request; as well as those who have a balance of 80 hours the opportunity to request the 40 hours.

The hours already budgeted from accumulated leave time of employees.

Alternatives:
 Deny request and continue with 60/24 incentive policy

Source of Funds:
 Already budgeted for 2024 fiscal year

Financial Impact:
 None

Exhibits Attached:
 None