



### HR-01.01 Request for Advanced Sick Leave Policy

**PURPOSE:** To establish procedures for Advanced Sick Leave Request due to emergency declaration or extenuating circumstances

**ORGANIZATIONS AFFECTED:** All department/divisions. Refer also to individual Department Standard Operating Procedures.

**REFERENCES:** City of Lynden Comprehensive Emergency Management Plan.

#### PROCEDURES:

- A. Regular full-time and part-time employees who have no accrued leave may request an advancement of sick leave to compensate for work hours missed that could normally be covered by sick leave. The sick leave advancement shall be applied hour for hour of work missed and shall be deducted from the employee's regular sick accrual until the hours advanced are repaid. If at separation sick leave hours advanced have not been repaid, the value will be deducted from the employee's final pay check.
- B. Employee will complete and return a Request for Advanced Sick Leave form to their Manager/Department Director for review and approval.
- C. The City Administrator will review and approve at their discretion the hours of sick leave advancement for individual employees. These requests must be approved by and submitted in writing to the City Administrator by the Department Director

<b>Doc #</b> HR-01.01	<b>Title:</b> Request for Advanced Sick Leave	
<b>Revision#</b>	<b>Prepared By:</b> Denise Bosman – HR Manager	<b>Date Prepared:</b> 03/20/2020
<b>Effective Date:</b>	<b>Reviewed By:</b>	<b>Date Reviewed:</b>
	<b>Approved By:</b>	<b>Date Approved:</b>