

CITY OF LYNDEN

EXECUTIVE SUMMARY



Meeting Date:	April 20, 2020	
Name of Agenda Item:	Personnel Policy HR-01.01-Request for Advanced Sick Leave	
Section of Agenda:	Consent	
Department:	Administration	
Council Committee Review:	<input type="checkbox"/> Community Development <input type="checkbox"/> Finance <input type="checkbox"/> Parks	<input type="checkbox"/> Public Safety <input type="checkbox"/> Public Works <input checked="" type="checkbox"/> Other: None
		Legal Review: <input type="checkbox"/> Yes - Reviewed <input type="checkbox"/> No - Not Reviewed <input type="checkbox"/> Review Not Required
Attachments:	Personnel Policy HR-01.01 – Request for Advanced Sick Leave Request for Advanced Sick Leave Form	
Summary Statement:	<p>HR-01.01- Request for Advanced Sick Leave allows for an employee to request advance of sick leave hours when there are no sick leave accruals available to them. The employee must acknowledge and agree that any sick leave advanced is considered a debt, and that beginning with the first pay period after the advancement is approved, the employee is required to repay the City of Lynden by applying future sick leave accruals each pay period.</p> <p>It is further agreed that if the employee should separate from service prior to the repayment of these advanced hours, the City of Lynden is authorized to recover this debt, through a deduction from final wages and/or any leave cash out owed at the time of separation.</p>	
Recommended Action:	Council to approve (by motion) Personnel Policy HR-01-01, Request for Advanced Sick Leave.	