

Sick leave may also be used for death in the employee's immediate family but may not exceed three days for any one occurrence. Additional leave time required for such occurrence may be charged to vacation or other approved leave when approved by the Department Head and/or Town Manager.

Sick leave may be used to supplement Workers' Compensation Disability Leave both during the waiting period before Workers' compensation benefits begin, and afterward to supplement the remaining one third of salary, except that employee may not exceed the regular salary amount using this provision.

Sick Leave: Accrual Rate and Accumulation

Sick leave shall accrue at a rate of one day per month of service or twelve days per year. Sick leave for full-time and part-time employees working other than the basic work schedule shall be pro-rated as described in this Article. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the Town, except as stated for employees retiring or terminated due to reduction in force.

Transfer of Sick Leave from Previous Employer

The Town will accept the transfer of sick leave for employees from other employers who are participants of the North Carolina Local Government or State Employees Retirement System. The sick leave will be treated as though it were earned with the Town of Southern Shores. The sick leave amount must be certified by the previous employer. The sick leave must have been accrued under a leave system similar to that used by the Town.

Sick Leave: Medical Certification

A Department Head who believes that an employee is abusing the privilege of sick leave may require a physician's certificate. The Department Head is required to ensure:

- a) Employees shall not be on duty when they might endanger their health or the health of other employees or members of the public; and
- b) There will be no abuse of leave privileges.

Claiming sick leave under false pretense to obtain a day off with or without pay shall subject the employee to disciplinary action up to and including dismissal.

Leave Without Pay (LWOP)

A full or part-time employee may be granted a leave of absence without pay for a period of up to twelve months by the Town Manager. An employee ceases to earn holiday, annual leave or sick leave credits on the date leave without pay starts. In accordance with the policy set by the medical insurance company, the employee on LWOP will be responsible for paying the premiums for medical, dental, vision and supplemental insurances for the days

they are out. Payment must be made by the first of the month that LWOP starts to keep coverage.

The leave shall be used only for these reasons:

- a) personal disability after all other available paid leave has been exhausted,
- b) sickness or disability of immediate family members,
- c) continuation of education,
- d) special work that will permit the Town to benefit by the experience gained or the work performed,
- e) or for other reasons deemed justified by the Town Manager.

The employee shall apply in writing to the supervisor for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the Town Manager. All certifications required for the position held must be kept up to date. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. If the employee decides not to return to work, the supervisor shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation.

Workers' Compensation Leave

An employee absent from duty because of sickness or disability covered by the North Carolina Workers' Compensation Act may elect to use accrued sick leave or vacation during the first waiting period. The employee may also elect to supplement workers' compensation payments after they begin with sick leave, vacation, or compensatory time, provided that the combination of leave supplement and workers' compensation payments does not exceed normal compensation. An employee on workers' compensation leave may be permitted to continue to be eligible for benefits under the Town's group insurance plans.

When worker's compensation leave extends long enough for the waiting period to be reimbursed, the employee shall return the reimbursement check to the Town and have leave hours re-instated for all time covered by paid leave. In such cases, the Town will pay the employee for any unpaid time that is owed the employee.

Military Leave

Regular employees who are members of an Armed Forces Reserve organization or National Guard shall be granted ten workdays per year for military leave with pay. On rare occasions due to annual training being scheduled on a federal fiscal year basis, an employee may be required to attend two periods of training in one calendar year. For this purpose, only, an employee shall be granted an additional ten days of military leave during the same calendar year. If such duty is required beyond these ten workdays, the employee shall be eligible to take accumulated vacation leave or be