

Added protection against loss of income...

The sick leave benefit can be thought of as a form of insurance; it protects employees against a loss of wages when they are unable to work because of an illness or injury unrelated to City employment.

Common acceptable reasons for use of sick leave include:

- Personal illness or injury
- Medical or dental appointments (including preventive care for the employee or his/her immediate family).

Accrual Rate

Sick leave is accrued at a rate of 6 hours per month.

Use and Notification Requirements

To receive sick leave benefits, an employee must follow departmental procedures for notifying supervisors that he/she will be absent.

Maximum Annual Carryover and Cash-Out Options

1. Maximum Annual Carryover - 600 Hours. The maximum amount that can be carried over from one year to the next is 500 or 600 hours (depending on your MOU). Any hours over the maximum allowed, will be automatically cashed out and paid to the employee at a rate equivalent to the employee's hourly pay. Depending on your MOU, automatic cash-outs occur once a year or you may elect to defer it.
2. Cash/Deferred Compensation Conversion Option - 300 Hours. For accrued sick leave hours in excess of 300 hours, employees can elect to convert them into cash or defer them into the City's deferred compensation plan at the rate of one hour of pay for each hour of converted sick leave. Elections are made by completing the appropriate form prior to the designated cash-out date. (June or December depending on MOU).
3. Retirement. Upon retirement employees shall receive 100% of the value of his/her accumulated sick leave. Hours can either be cashed out or deferred into the City's deferred compensation plan.
4. Termination. Accumulated hours at the time of termination may be cashed out or re-directed into the City's deferred compensation plan in accordance to the provision in your MOU.