

## ADMINISTRATIVE REGULATION

### Sick Leave Bank

Number: AR-2016-47

Eff. Date: May 3, 2016

Supersedes: AR-2005-10

Date: May 23, 2016

City Manager's Approval: 

#### SECTION 1. PURPOSE AND POLICY

The City has established a Sick Leave Bank to provide an employee additional paid sick leave when a catastrophic illness or disability occurs that requires extended hospitalization and or treatment or home confinement of the employee.

#### SECTION 2. PROCEDURES

Employees who wish to join the Sick Leave Bank will contribute vacation at an amount equal to one-fifth of their regular weekly scheduled hours in their second six months of employment. When the Bank has been depleted to \$15,000.00 members will again contribute their annual amount (in January) until the bank has accumulated \$20,000.00.

The Finance Department will give written notice of the date that the employee's vacation time was deducted. The Finance Department will also convert all hours to dollars based on the contributor's hourly rate and then reconvert all dollars back into hours based on the user's hourly rate.

New employees who wish to join the Sick Leave Bank may do so by signing a participation form in the Human Resource Office. Employees become eligible to request Sick Leave Bank time six (6) months from the time they sign the participation form. Each employee must sign accepting or rejecting membership in the Sick Leave Bank. Withdrawing from membership will not entitle the employee to previously donated days.

Provisions for requesting funds:

- An employee must be a member of the Sick Leave bank for a minimum of six months before they are eligible to request to draw from the Bank.
- Employees must request in writing to the Personnel Director to draw from the Sick Leave Bank thirty (30) days prior to the needed time.
- Each request must be accompanied by a Doctor's Statement as to the medical emergency and estimated length of absence.
- Any sick or injured employee must use all of their own available leave time except 10 hours to cover any holidays when employee returns to work due to new holiday plan (sick, vacation, personal day, professional leave) before being eligible for time from the Sick Leave Bank.

- Employees will be eligible for the Sick Leave Bank once they have exhausted all of their leave time (sick, vacation, personal day, professional leave).
- An employee must have a reasonable expectation of returning to work in order to be eligible to draw from the Sick Leave Bank.
- Employees receiving Workers Comp will not be eligible for the Sick Leave Bank.
- An employee on maternity leave is eligible to apply to the Sick Leave Bank in cases of exceptional medical circumstances (for mom or child).
- Maximum time to be transferred to any employee will not exceed 480 hours per illness or injury.
- The Payroll Clerk will deduct the employee's accruals (vacation, sick) each pay period.
- Employees who have a catastrophic illness or injury and are able to work a modified work schedule may apply to the Sick Leave Bank.

The Personnel Director shall forward all requests to the Administrative Review Committee for review. This Committee will be comprised of the Personnel Director, Finance Director and a Department Head not in a supervisory position over the employee. The Administrative Review Committee will submit a recommendation to the City Manager. The City Manager will make the final decision and the Personnel Director will contact employee.

### **SECTION 3. ACTION NECESSARY**

The email dated 5/23/16 along with attached Administrative Regulation will serve as acknowledgement to all City Employees. All employees have access to a City email address. All employees are responsible to check their city email during work hours and are accountable for items that are sent out via email.

The City of Aztec personnel Policy and all current administrative regulations are available to employees on KIVA and from the Human Resource Department.