

## Policy Manual

### Sick Leave Benefit

#### City of Weiser, Idaho



#### Sick Pay Benefit

The City of Weiser recognizes the importance of employee well-being and the importance of employees taking time off when they are ill and accrues from the first day of employment and accumulates for the use of an employee who is ill or caring for other health related issues, preventative care or assisting a family member.

The use of “employee” in this policy and the procedures refers to all individuals who are governed, affected, and utilize the material as a part of their employment with the City of Weiser.

If there is an issue it should be reported to the Human Resources Representative/City Clerk or the Mayor.

#### Guidelines & Procedures

#### I. Eligibility for Sick Leave Benefit

Employees are eligible for paid sick time off work. Full-time employees shall accrue sick leave with full pay at the rate of one workday for each month of service. Sick leave shall accrue from the first month of employment. Provided the employee has accrued the hours, employees are eligible to take up to 40 hours of sick leave in one week.

- A. Accrual of Sick Leave:** Sick leave shall be accrued for employees working a forty-hour workweek. Sick leave is an hourly benefit and employees may take a full workday sick (8 hours maximum) or a portion of the day.
- B. Calling/Reporting in Sick:** Employees are required to report the need for sick time to their Supervisor prior to the start of their shift (and/or as soon as possible). All sick time should be entered into the payroll system and not logged as regular time.
- C. Sick Hours Do Not Exceed 40 Hours a Week:** Under no circumstances shall sick leave be used when an employee has worked a minimum of 40 hours in one work week. In addition, if an employee takes sick leave during a week, those hours do not contribute to overtime.
- D. Accumulation of 12 Days of Sick:** All full time employees may, after an accumulation of twelve (12) days of sick leave, bank up to eight (8) days and use any amount above the eight (8) days of the accumulated sick leave.

#### II. Sick Time Purposes

Employees are permitted to take paid sick time for their own illness, injury, or other health-related needs.

1. This includes preventive care to assist a family member who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member who is the victim of, domestic violence, sexual assault, or stalking.
2. The benefit can be used when the employee's workplace or their child's school or place of care has been closed by a public official for any health-related reason.
3. Non-occupational personal illness or physical disability, including, “mental health days”.
4. Quarantine of an employee by a physician for non-occupationally related disability.

5. Illness in the immediate family requiring the employee to remain at home.
6. Up to 2 weeks of sick leave for a Personal Leave.

**III. Personal Leave of Absence**

Employees may be granted a Personal Leave of Absence for personal reasons for up to 14 days. Personal Leaves can be paid through the use of accrued sick leave or vacation pay or without pay. See Leave of Absence policy.

**IV. Providing Documentation of Sick Time**

After 3 consecutive days of paid sick time, an employee may be required to submit a doctor's statement justifying absence from work. Employees that are sick and miss work for more than 3 days may be asked to provide a release to return to work from a doctor.

**V. Emergency Day Off or Calling in Sick**

The City recognizes that employees may be sick and need time off. The employee must notify their Supervisor immediately (as soon as the employee knows that they are going to miss work). Sending an email or leaving a voice mail message is permitted if the employee's illness occurs prior to the workday, but this DOES NOT release the employee from work. Employees must speak with their Supervisor directly and call each day they are absent from work. If the Supervisor is not available, the report should be made verbally to the Supervisor's Supervisor.

**VI. Three Consecutive Days Absent**

Employees absent for 3 days who have not contacted their Supervisor may be assumed to have voluntarily terminated employment as of the end of their third day missed.

**VII. Banking Sick Leave**

At the employee's option, all available sick leave days can be banked up to 480 hours. No employee shall be granted sick leave from the sick leave bank who is still in their Orientation Period.

**VIII. Unused Sick Leave in Excess of 480 Hours**

Unused sick leave in excess of 480 hours shall be annually reimbursed to the employee after the anniversary date of each year. The employee shall annually be reimbursed for any remaining sick leave in excess of 480 hours at the rate of fifty percent (50%) of the employee's hourly wage. Any portion of sick leave bought back by the City will be placed in a group pool for the use of the employees at the option of the Mayor, City Clerk and the employee's Supervisor.

**IX. Conclusion for Abusing the Sick Benefit**

Abuse of sick leave privileges shall be cause for dismissal. An employee who is unable to report for due to the reasons for sick leave listed in this policy, shall report the reason for their absence to their Supervisor prior to the start of the workday. "sick leave with pay" shall not be allowed unless such a report is made.