**SECTION: PAID LEAVE**

**POLICY:** Sick Leave **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to outline the eligibility, accrual, usage, and conditions for paid sick leave for regular full-time employees, as well as specific provisions for police officers, firefighters, and other employees under the City's employment policies.

**DEFNITIONS:**

1. Sick Leave: Paid leave provided to employees for health-related reasons, including illness, injury, and routine health care appointments. Sick leave is not considered hours worked for the calculation of overtime.
2. Accrual: The process by which employees earn sick leave hours based on their length of service and work status.
3. Immediate Family Members: Defined as the spouse, parents, stepparents, children, or stepchildren of the employee.
4. Civil Service Employees: Employees who are covered under civil service rules, including police officers and firefighters, as defined by Section 143 of the Local Government Code.

**APPLICABILITY:**

This policy applies to all regular full-time employees of the City, including police officers and firefighters, with specific provisions for those covered under Section 143 for Fire and Civil Service employees.

**PROCEDURES:**

1. Eligibility for Sick Leave:
   1. Regular full-time employees who have completed six months of continuous service are eligible for paid sick leave.
   2. There is no maximum accrual for sick leave. (Depends on your organization)
2. Sick Leave Accrual:
   1. Employees who are not covered under Section 143 for Fire or Police will accrue ?? hours of sick leave per month.
   2. Police and fire employees covered under Section 143 will accrue ?? hours of sick leave per month.
   3. Sick leave is awarded at the end of each month of completed service.
   4. New Employees:
      1. Employees who begin work prior to the 15th of the month will receive full accruals for that month.
      2. Employees who begin work on or after the 16th of the month will receive half accruals for that month.
3. Usage of Sick Leave:
   1. Sick leave may be used for health care needs, including illness and routine health care appointments.
   2. Employees may also use sick leave for the illness of immediate family members, including spouse, parents, stepparents, children, or stepchildren.
4. Excessive Use of Sick Leave:
   1. Frequent use of sick leave may indicate that an employee’s physical condition is not sufficient to perform the essential functions of their position.
   2. In such cases, a fitness-for-duty examination may be requested by the department.
5. Sick Leave Transfers and Advances:
   1. Sick leave may not be advanced or transferred to other employees.
6. Payment of Unused Sick Leave:
   1. For eligible civilian employees, payment of unused sick time will be calculated based on the employee's base rate of pay at the time of separation.
   2. For civil service employees, payment of unused sick time will be calculated per Section 143 of the Local Government Code, plus any incentive pay authorized by Ordinance.
7. Sick Leave Increments:
   1. Sick leave must be taken in a minimum of thirty (30) minute increments.
8. Sick Leave During Suspended Status:
   1. Sick leave cannot be used for any day in which an employee is in a suspended status due to disciplinary action.
9. Notification Requirement:
   1. Employees using sick leave must contact their supervisors prior to or within the first thirty (30) minutes of their shift.
   2. Employees who are already on duty must notify their immediate supervisor of their illness or family illness before leaving the worksite.
10. Sick Leave Use During Vacation:
    1. Employees may use sick leave in place of vacation leave if they become ill during a scheduled vacation period.
11. Secondary Employment Restrictions:
    1. Employees are prohibited from secondary employment while on active sick leave.
12. Part-Time Employees:
    1. Part-time employees who have worked at least six months without a break in service and are promoted to regular full-time positions will have immediate access to sick leave accruals, bypassing the normal six-month waiting period.
13. Abuse or Misuse of Sick Leave:
    1. Excessive use or misuse of sick leave may result in disciplinary action up to and including termination.