

TOQUERVILLE - RESOLUTION #RES.2009.01
CITY EMPLOYEES - SICK LEAVE BENEFIT, May 14, 2009

PURPOSE

It is the intent of this Resolution to set Rules and Guidelines for full time City Employees working a minimum schedule of thirty hours per week average per year, for the right of earned and paid Sick Leave Benefit as listed below.

WHEREAS, the City desires to provide Employees the benefit of earning and accumulating sick leave as follows and must complete a Mayor approved probationary period for six (6) months of employment including:

EMPLOYEE Required Work Schedule: SIX (6) HRS MINIMUM PER DAY OR (30) HRS PER WEEK - AVG PER YEAR
Sick Leave Hours Earned Monthly: 1/2 DAY PER MONTH (4 HRS) OR 48 HRS PER FISCAL YEAR
Accumulated Hours Allowed: NINETY SIX (96) HRS FOR TWO (2) FISCAL YRS MAXIMUM

WHEREAS, the following requirements of Rules and Guidelines will be observed:

(a) Sick Leave shall not be considered as a right which employees may use at their discretion and shall be allowed only in case of actual sickness or disability. No punitive actions shall be imposed on employees for taking justifiable sick leave.

(b) For the purpose of charging sick leave, the minimum time chargeable shall be one (1) working hour.

(c) Employees may use sick leave when they are unable to work because of disability due to a non-industrial sickness or injury; sick leave may also be requested up to ten (10) days accumulated leave to care for a seriously ill spouse, child, or parent, with Doctor's written recommendation.

(d) No sick leave shall be payable for any sickness, disability, or injury which results or occurs as follows: Intentionally self-inflicted; participating in a criminal act or riot; previous injuries or illness sustained on another job; during vacation unless confined to hospital or fixed location under doctor's written orders; during layoff, leave of absence, disciplinary suspension, or termination date of employment.

(e) On taking sick leave time, employee shall notify the City Office or Supervisor either prior to or within (1) one hour after time set for beginning daily duties.

(f) City may require employee to provide a doctor's written statement outlining the nature of the illness and the prognosis for recovery prior to permitting employee to return to work following use of sick leave; City also reserves the right to request a second medical opinion from a health care provider selected by the City.

(g) If employee has not recovered by the time accumulated sick leave has been exhausted, City Mayor may grant a conditional and specified time for UNPAID leave of absence upon notification to City Council.

(h) Sick leave shall continue to accumulate while employee is on vacation or sick leave and legally employed.

(i) At the beginning of each fiscal year, earned but UNUSED sick hours for full time employees will transfer to their "prior years sick hours balance" for two (2) consecutive years maintaining 96 maximum hours accumulation; at which time the unused portion above 96 hours will be paid at 50% value with the end of each ensuing fiscal year or at time of termination.

THEREFORE; be it resolved that City of Toquerville will incorporate the provisions of this Resolution into the City Employee Guidelines and Procedures, superceding "sick leave provisions" in ULCT proposal, '06, previously adopted by the City.

These provisions will become effective upon approval by City Council, May 14th, 2009;

By: _____ Date: _____, 2009
R. Kenneth Powell, Mayor

Attested By: _____ Carol Pogue, City Recorder