

3 - EMPLOYEE BENEFITS
3.6 Sick Leave

Revised: July 1, 2011

Supersedes: July 1, 2007

EFFECTIVE FOR : All Full time regular employees

PROCEDURE:

I. REQUESTS FOR SICK LEAVE

Employees are responsible for notifying their supervisor of their absence from work due to illness or injury *before* the beginning of their scheduled workday. If the supervisor is unavailable, the employee must contact another supervisor in his or her department or the Department Director. Failure to do so may result in a denial of sick leave for the absence.

II. GUIDELINES

- a. Employees begin to accrue sick leave from their starting date of regular full-time employment.
- b. Employee may begin using sick leave after 30 calendar days after starting date.
- c. Sick leave accrues at the rate of four hours per two-week period for employees regularly scheduled to work 2,080 or 2,145. Sick leave accrues at the rate of six hours per two-week pay period for employees regularly scheduled to work 2,592 hours per year.
- d. Unused sick leave credit may be accumulated up to a maximum of 1,040 hours for employees regularly scheduled to work 2,080, 1072.5 hours for employees regularly scheduled to work 2,145 hours per year, and 1,296 hours for employees regularly scheduled to work 2,592 hours per year.
- e. Paid sick leave shall not be charged in amounts smaller than fifteen-minute increments.
- f. Sick leave shall accrue during the period of "sick leave with pay."
- g. Sick leave shall be allowed for an absence due to the employee's own illness or injury. Sick leave may also be used for the employee's own doctor, dentist, vision or mental health appointments.
- h. Sick leave may be used for a family member's illness or injury; and may also be used for a family member's doctor, dentist, vision, or mental health appointments. Sick leave used in this manner will be referred to as Family Sick Leave and will be limited to 24 hours per fiscal year for employees regularly scheduled to work 2080 hours annually, 24.75 hours per fiscal year for those employees regularly scheduled to work 2,145 hours annually, and 24 hours per contract year for those employees regularly scheduled to work 2,592 hours annually. Family sick leave will not be additional time accrued, but shall be time reduced from the employee's sick leave accrual. Family member is defined as the employee's spouse, child, step-child, foster-child, parent, or other family member residing in the employee's residence.

- i. The City may require a doctor's certificate before approving sick leave with pay.
- j. Depending on the length, severity, and/or nature of the illness or injury, the City may require a fitness-for-duty medical release before an employee will be allowed to return to work.
- k. Employees are not permitted to use sick leave in circumstances involving personal injury sustained in the course of paid supplemental employment by an employer other than the City of Marshalltown or if the employee is acting as an independent contractor (self-employment).
- l. If an employee is declared disabled by Social Security or by the Iowa Municipal Fire and Police Retirement System, his or her use of sick leave will terminate on the date the employee is eligible to receive a disability benefit.
- m. The City Administrator has the discretion to approve the use of sick leave for situations not addressed herein.

III. PAYMENT UPON RETIREMENT

Upon retirement by an employee not covered by a collective bargaining agreement with 15 or more years of fulltime employment, the employee will be entitled to 25% of the employee's accrued sick leave, subject to the previously outlined maximum number of hours that may be accumulated. Retirement shall be defined as a "normal retirement" under IPERS, or a "service retirement", "ordinary disability retirement", or "accidental disability retirement" under Section 411 of the Iowa Code or full disability under Social Security. All eligible sick leave payout dollars will be converted into a Retirement Health Savings account on a tax deferred basis.