Catastrophic Sick Leave Policy Summary

- Annual leave policy allows a maximum accumulation of 20 days for employees with less than 15 years service and 30 days for those whose service exceeds 15 years; the employee forfeits any accumulation of annual leave days beyond these limits.
- Sick leave policy allows a maximum accumulation of 90 days for all employees with any excess forfeited.
- Under the Catastrophic Sick Leave Policy annual and sick leave days that would otherwise be forfeited go instead to the Catastrophic Sick Leave bank.
- The maximum accrual for the catastrophic leave bank is 120 days.
- Employees must exhaust all of their accrued paid leave balances and compensatory time before they can be paid from the catastrophic leave bank.
- The employee must present medical certification to the HR Director to receive benefits from their catastrophic leave bank.
- A catastrophic illness or injury is usually life threatening and may leave significant residual disability or involve lengthy recovery and/or rehabilitation periods, and is expected to incapacitate the employee for an extended period of time or require the employee to receive care from a hospice or similar palliative care provider. Examples of illness or injury that qualifies for Catastrophic Sick Leave include heart attacks, heart conditions requiring heart bypass or valve operations, congestive heart failure, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, severe respiratory conditions, spinal injuries, emphysema, severe arthritis, severe nervous disorders, and injuries caused by serious accidents.
- If the Human Resources Director determines that the injury or illness does not qualify for catastrophic sick leave benefits the employee may appeal to the City Manager. The decision of the City Manager is final.
- When employees are paid from their catastrophic sick leave bank their department is relieved of the payroll charge and may hire a temporary replacement for the employee on catastrophic leave.
- Balances held in the catastrophic sick leave bank shall be treated the same as sick leave for incidents involving leave of absence, separation, reinstatement and reemployment. Details of each program follow:

Unused Sick Leave Payment – Current policy pays employees in December of each year for 25% of their unused sick leave after accumulating 30 days in their base leave account. An employee with perfect attendance would be paid for 3.25 days. <u>No change to this program</u>.

Vacation Donation Policy – Employees are currently permitted to donate some of their vacation to other employees that have serious illness or injury and have exhausted their own leave. <u>No change to this policy.</u>

Leave of Absence – Current policy allows employees to retain all sick leave balances when they return from an unpaid leave of absence. <u>No change to this policy.</u>

Separation from Employment – Current policy does not permit payment for unused sick leave upon separation from employment for any reason. <u>No change to this policy.</u>

Reinstatement – Current policy restores sick leave balances to employees that are reinstated following a layoff. <u>No change to this policy.</u>

Reemployment – Current policy allows employees that are reemployed within 90 days of their separation date to be credited for up to 30 days of their sick leave that was unused at the time of their separation from employment. <u>No change to this policy.</u>