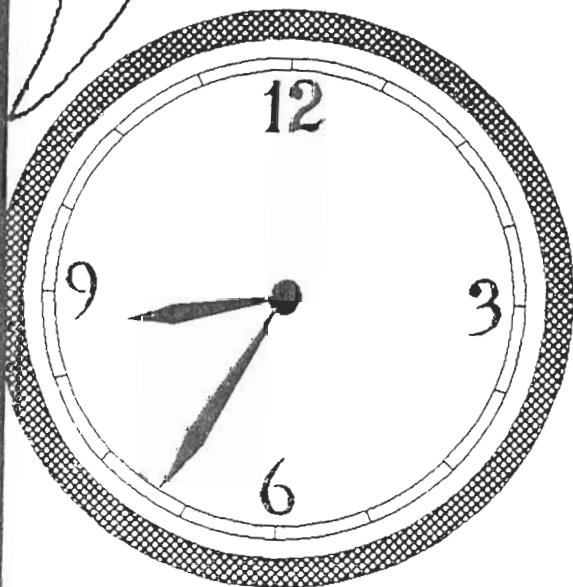


***TIME AND LEAVE
RULES
AND REGULATIONS
UPDATE***



3.2 INTERPRETATION

A. Sick leave credits are accumulated monthly and may be used at any time, providing the agency is satisfied that the leave is being used solely for personal illness. It was not the intent to treat sick leave in the same way as annual leave by restricting its use during the probationary period.

3.3 The normal unit of charge against sick leave allowance shall be one-half day, but sick leave approved by the agency head may be used in units of one hour. Credits cannot be earned for the period an employee is on leave of absence without pay. For the earning of sick leave credits, the time recorded on the payroll at the full rate of pay, and the first six months of absence while receiving Worker's Compensation payments shall be considered as time "served" by the employee.

In the calculation of sick leave credits, a full month's credit shall be given to an employee who has been in full pay status for at least 15 calendar days during that month, provided, however, that (a) where an employee has been absent without pay for an accumulated total of more than 30 calendar days in the leave year, he or she shall lose the sick leave credits earnable in one month for each 30 days of such accumulated absence even though in full pay status for at least 15 calendar days in each month during this period, and (b) if an employee loses sick leave credits under this rule for several months in the leave year because he or she has been in full pay status for fewer than 15 days in each month but accumulates during said months a total of 30 or more calendar days in full pay status, the employee shall be credited with the sick leave credits earnable in one month for each 30 days of such full pay status.

3.3 INTERPRETATION

A. Sick leave may be authorized for use in units of less than whole hours in exceptional or unusual circumstances such as the sudden illness of an employee while on the job.

3.4 DISCRETIONARY GRANT UP TO 12 DAYS

- 3.4 a) In the discretion of the agency head, permanent employees who have exhausted all earned sick leave and annual leave balances due to personal illness may be permitted to use unearned sick leave allowance up to the amount earnable in one year of service, chargeable against future earned sick leave.
- b) Employees on approved sick leave who have exhausted their sick leave balances shall upon their request be permitted to use accrued annual leave for the duration of that absence, subject to continued proof of disability satisfactory to the agency.

3.5 DISCRETIONARY GRANT AFTER 10 YEARS OF SERVICE

- 3.5 In the discretion of the agency head, permanent employees may also be granted sick leave with pay for three months after ten years of City service, after all credits have been used. In special instances, sick leave with pay may be further extended, with the approval of the agency head. The agency head shall be guided in this matter by the nature and extent of illness and the length and character of service.

3.5 INTERPRETATIONS

- A. Leave may be granted under this section only after all other sick and annual leave has been exhausted.
- B. Time granted under this section is not chargeable against future earned sick leave credits.
- C. The ten years of City service required shall include only time in full-pay status.
- D. No annual or sick leave is accrued while an employee is absent under this additional grant.

3.6 CHARGE FOR HOSPITALIZATION WHEN ON ANNUAL LEAVE

- 3.6 Where an employee is hospitalized on annual leave, the period of such verified hospitalization shall be charged to sick leave and not to annual leave. Where an employee is seriously disabled but not hospitalized while on annual leave and after the employee submits proof of such disability satisfactory to the agency head, such leave time may be charged to sick leave and not to annual leave at the employee's option.