

**CITY OF CORAL SPRINGS
ADMINISTRATIVE POLICY MANUAL**

CHAPTER: 06 HUMAN RESOURCES POLICIES

POLICY #: 06.04.03.01

SECTION: 04 BENEFITS

DEPARTMENT: HUMAN RESOURCES

SUBJECT: 03 SICK LEAVE

EFFECTIVE DATE: 09/01/08

01 EMPLOYEE SICK LEAVE

CITY MANAGER: Michael S. Levinson

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PURPOSE

To provide employees with a benefit that will substitute for wages during periods of an employee's inability to work due to personal illness, family illness, or accidental injury.

DEFINITIONS

1. Regular Full-Time Employee: An individual occupying a budgeted position and scheduled to work a minimum of forty (40) hours per work week.
2. Immediate Family: Spouse, stepson, son, daughter, stepdaughter, father, stepfather, mother or stepmother.
3. Payroll Year: Period of time which includes all pay dates that occur during that year as reported to the IRS for income purposes.

POLICY

1. The City requires regular and dependable attendance from its employees. Sick leave is a privilege granted to the employee. Any abuse of this privilege may result in disciplinary action.
2. Sick leave may be granted upon approval of the Department Director for the following reasons:
 - a. Personal illness or accidental injury.
 - b. Personal medical, dental or optical appointments.
 - c. Illness of an immediate family member, not to exceed forty eight (48) hours per calendar year unless approved by the Department Director and the Human Resources Director. The Department may request medical certification of such illness.

3. Each eligible employee shall accrue sick leave at the following rate per hour of paid time:
non-7(k) EMS employees: .04616
7(k) EMS employees: .04808
4. Eligible employees shall accrue sick leave credits based on actual hours paid during the pay period, but not to exceed forty (40) hours per work week. (7K) emergency medical services employees accrue sick leave on a maximum of 96 hours per two week pay period.
5. A non-7(K) EMS employee's accrual of sick leave is limited to 480 hours and 7(K) EMS employees accrual is limited to 576 hours. After an employee's sick leave accrual reaches the respective limits, he/she may still earn up to 96 hours of sick leave per payroll year (or more for 7(K) EMS employees), which shall be used for any needed sick time by the employee, sick time donations, or Attendance Incentive Option payment. The employee's sick leave accrual will revert back to the maximum respective cap once the annual sick leave conversion has taken place, or at the end of the payroll year if Attendance Incentive Option is not elected or does not apply.

ELIGIBILITY

Only regular full-time employees are eligible to accrue sick leave credits. Sick leave accrues from the date of regular full time employment. Temporary and part-time employees shall neither accrue nor earn sick leave privileges.

PROCEDURE

To receive compensation for absence on sick leave, the following conditions apply:

1. Notify the immediate supervisor or Department Director no later than one (1) hour after the employee's assigned starting time, or earlier, if required by departmental policy or directive. Failure to give proper notice may result in an unexcused, unpaid absence. This provision may be waived by the Department Director if the employee submits acceptable evidence that it was impossible to give such notification. When requesting sick leave for medical appointments, the employee must request leave and the leave must be approved by the immediate supervisor in advance of the medical appointment.

A "Request for Leave" form shall be completed any time use of sick leave is requested. This form must be forwarded to the immediate supervisor or Department Director for approval.

2. The Department Director may, at any time, require a medical certification of the employee's illness before authorizing any use of sick leave credits. After three (3) consecutive work days of absence, the Department Director shall have the authorization to require a statement by a physician documenting the employee's illness.
3. Where absence due to illness or injury exceeds three (3) consecutive working days,

the Department Director shall have the authority to require the employee to provide a statement from a physician certifying that the employee can perform the essential functions of their position. Although not every instance of 3 consecutive absences falls under FMLA, employees should contact Human Resources for additional FMLA requirements which may be applicable.

4. If the medical certification furnished by the employee is not sufficient, the Department Director, with the concurrence of the Human Resources Department, may require a medical examination paid for by the City and conducted by a physician selected by the City. Based upon the result of the City physical examination and medical certification, one of the following conditions apply:
 - a. If an employee is evaluated as fit for work, the Department Director shall not approve further use of sick leave credits and shall request the employee to work.
 - b. If an employee is evaluated as unfit for work, the Department Director shall allow the employee to use accrued sick leave credits until such leave credits have been exhausted or until the employee is able to return to work, whichever occurs first. If the employee is medically certified as being unable to work after all sick leave credits have been exhausted, the employee shall be allowed to use accrued annual leave credits before requesting a leave without pay. Departments should contact Human Resources for assistance with such matters.
5. An employee who, upon request by the Department Director, refuses to comply with the policy shall not be eligible to use accrued sick leave credits and any absence from work shall be considered an unexcused, unpaid absence and may result in disciplinary action.
6. Employees may use or be charged sick leave in increments not less than 1/10 (0.1) of an hour.
7. When a regular paid holiday occurs during an employee's illness, the day shall be compensated as a holiday, if holiday eligibility requirements are met, and shall not be charged against accrued sick leave.
8. Sick leave shall only be authorized after it is earned and only to the extent that the employee has acquired same.
9. If an employee has not accrued sufficient sick leave, accrued vacation leave must be used prior to requesting a leave without pay.
10. Employees who become ill while on vacation may request and be granted sick leave provided:
 - a. The employee notifies his or her supervisor in the same manner as Procedure Number 1.

- b. A physician's certification and leave form must be furnished covering each day of sick leave requested upon the employee's return to work.
- c. This provision does not apply for an illness of the employee's immediate family. Any exceptions to this paragraph must be approved by the Department Director and the Director of Human Resources.

ADMINISTRATIVE REPEAL

The provisions contained herein shall supersede and replace all prior policies relating to Employee Sick Leave and included in policy promulgated October 1, 1983, and reissued September 1, 1986, October 30, 1987, July 14, 1993, and amended 12/28/95 as Administrative Policy 06.04.03.

MICHAEL S. LEVINSON, CITY MANAGER

DATE