

CITY OF WACO

A. Statement of Purpose

To provide income protection for employees who are absent from work for limited periods of time because of illness or accident.

B. General Policy

1. During absence from work caused by any reason set forth in this policy, an eligible employee's wage or salary will continue for the amount of time accrued in the employee's sick leave account. However, this policy is not intended to establish a guideline for acceptable attendance.
2. Non-civil service regular full time employees accrue sick leave at a rate of eight hours for each month employed.
3. Civil Service employees are covered under Chapter 143, Texas Local Government Code.
4. Part-time Employees

Part-time employees accrue sick leave on a monthly basis in proportion to the number of annual budgeted hours for that position. Sick leave accrues as follows:

- (a) at least 20 but not greater than 24 hours per week – accrue 4.96 hours per month (62% accrual rate)
 - (b) at least 25 but not greater than 29 hours per week – accrue 6.00 hours per month (75% accrual rate)
 - (c) at least 30 but not greater than 35 hours per week – accrue 6.96 hours per month (87% accrual rate)
4. Sick leave may be accumulated without limit. Unused sick leave accumulated in one calendar year will be carried forward to the next year.
 5. Except as provided for in Section B.8 of this policy, sick leave with pay may not be authorized until an employee has earned and accumulated sick leave.
 6. Sick leave may be used for any of the following:
 - (a) an employee's illness, injury or health care;

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- (b) the illness, injury, health care or death of a member of the employee's family, or a dependent residing in the employee's household. "Family" means the employee's:
- (1) spouse;
 - (2) children;
 - (3) spouse's children;
 - (4) grandchildren;
 - (5) spouse's grandchildren;
 - (6) brother;
 - (7) sister;
 - (8) parents;
 - (9) spouse's parents;
 - (10) parent's spouse;
 - (11) grandparents;
 - (12) spouse's grandparents
7. Sick leave stops accruing when an employee goes on extended leave of absence without pay. Sick leave resumes accruing upon the employee's return to work.
8. The City Manager may authorize advancing days of paid sick leave to an employee and charging those days against future sick leave accruals. However, the employee must agree in writing to reimburse the City in the event sufficient days are not accrued to offset the advance. The employee must agree in writing that a deduction for the amount owed may be taken from the employee's final paycheck. An employee who is separated from employment due to death or disability retirement is not required to reimburse the City for advanced sick leave.
9. The City may require an employee to support a request for sick leave with medical certification. Failure to provide medical certification, including a note from a medical provider if requested by the employee's supervisor, may lead to a denial of sick leave and possible disciplinary action against the employee.
11. In order to estimate an employee's date of return to work, an employee must keep his/her supervisor informed of his/her status while on sick leave, based on established departmental guidelines. If sick leave qualifies for FMLA, an employee will keep Employee Health Services (EHS) informed according to EHS guidelines, and EHS will keep the department informed of an employee's status.
12. If an employee exhausts his/her sick leave, the employee's accrued vacation holiday, personal and compensatory banks will be used before placing the employee on any leave without pay status unless such leave qualifies for FMLA leave.

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C. Accrued Sick Leave

1. Sick leave will continue to accrue while an employee is in any paid leave status but will not continue to accrue once the employee goes on unpaid leave status.
2. An employee who separates from employment with the City after five years continuous service will be paid for accumulated sick leave not to exceed 90 days.
 - (a) Payment of accumulated sick leave is based on the rate of pay at the time of separation.
 - (b) Rate of pay shall include: base salary, longevity pay, certification incentive pay, education incentive pay and any other pay subject to Internal Revenue Service withholding taxes.
3. An employee who returns to employment will be paid for accumulated sick leave not to exceed 90 days after five additional years of continuous service with the City, subject to the terms of this policy.



Larry D. Groth, P.E., City Manager
October 22, 2004