

POLICY TITLE: Sick Leave

ADOPTION/LAST REVISION: 8-10-99, 2-8-00, 4-10-12

A. Sick Leave Administration

1. **General.** A permanent, full-time employee shall accumulate one day of sick leave credit for each calendar month of service, except that in the event such service commences after the 15th day of a month, no credit will be given for that month. Each day of sick leave credit so accumulated shall be used as a basis for sick leave pay while an employee is absent because of illness.
2. **Accumulation.** A full-time permanent employee accumulates sick leave credit at a rate of one day per month and may accumulate up to 960 hours of sick leave credit. For permanent part-time employees at .5 FTE (full time equivalent) or higher, the accumulation shall be prorated based upon the number of hours budgeted divided by 2,080.
3. **Notice.** All employees must notify their supervisor or the supervisor in charge prior to their scheduled start time except under extenuating circumstances when they are unable to work because of illness. Failure of such notice shall be grounds for termination of employment.
4. **Deductions.** Sick leave shall be taken in not less than one-quarter hour periods. Compensation will be based on the employees scheduled work day.
5. **How to be Used.**

Credit days accumulated under the plan may be used in case of illness, doctor and dental appointments at the discretion of a supervisor. The Library may send a representative to the employee's home, or request the employee to furnish a statement from a doctor, before granting any compensation for absence because of illness. The Library shall have the right to have the employee examined by a doctor chosen by the Library before making payment for absence because of illness. A minimum of forty-eight (48) hours notice (appointment slip required to verify time and date) is required prior to scheduled doctor/dental appointments unless urgent circumstances. No compensation will be paid for sick leave unless the amount of time taken and reason for such is reported on forms provided by the Business Office.

  - a. Employees shall be allowed to use up to sixteen (16) hours per year of accrued sick leave for the medical needs, including doctor and dental appointments, of his/her spouse, parent, or children at the discretion of a supervisor. Appointment slips may be required.

6. **Termination.** Upon termination, all sick leave accumulated by an employee is cancelled with the exception noted in the following paragraph.

Grandfathered employee's termination. Effective December 31, 2011 the existing non-represented group will be grandfathered for the purpose of sick leave payout with their sick leave balances frozen on December 31, 2011 for the purposes of this section. Grandfathered employees working at an FTE level of .6 FTE or higher will be paid out the lesser of their current sick leave balance or the frozen balance as of December 31, 2011. Upon termination, the employer shall deposit the equivalent dollar value of all the eligible accrued unused sick leave in the Post Employment Health Plan (PEHP) administered by the Public Employees Benefit Services Corporation (PEBSCO) to pay for future health insurance premiums. To be eligible to participate, the employee must have worked for the City for twenty (20) consecutive years and also be eligible and accepted to receive an annuity under the Wisconsin Retirement System (WRS) or disability. The value of the amount placed in PEHP shall be determined using the employee's current level of compensation at the date of termination or disability. This amount will be multiplied by the accrual up to a maximum of 960 hours. Employees not listed in the grandfathered non-represented group as of December 31, 2011 are not eligible for sick leave payout.

7. **Transfer of Credits.** All sick leave credits shall be transferable from one City Department or position to another.

#### B. Sick Leave Abuse Investigation

1. Section Heads should be aware of patterns of high or unusual utilization of sick leave while tracking employee records. If a pattern of high utilization is noticed, the supervisor should promptly contact the Library Director. The supervisor will meet with the employee to discuss the utilization and to determine if there are extenuating circumstances. If sick leave abuse is suspected, the supervisor should ask appropriate questions about the illness when the employee notifies the supervisor of absence. It is also appropriate for the supervisor to check on the employee's welfare when they are on sick leave either by phone or through a personal visit to the employee's home.
2. Any time sick leave abuse is suspected a supervisor should be documenting the pattern of absences and details about what the employee told them about their illness. Any phone calls or visits to an employee's home should be documented as well.
3. Situations may arise from time to time which require investigation where the services of a licensed private investigator may be necessary or desirable. This policy will provide guidance and a process for the use of such services. Unless the need for promptness requires otherwise, the following steps will be followed when considering the use of outside services:

a. Determine whether the matter to be investigated is relevant to Library business, and does not relate solely to personal or private matters.

b. Consider the availability of staff resources to conduct such investigation as a first step. Specifically, consider:

- the amount of time available to the staff to conduct the investigation
- the relative importance of any conflicting job obligations for those members of the staff;
- the amount of time which may be necessary to successfully complete the investigation;
- the degree to which available staff can perform some, but not all, aspects of the investigation;
- any special skills or training needed for the investigation, and whether those skills are possessed by available staff; and
- any other relevant factors.

c. If outside services are to be utilized, the Library Board President will be informed prior to engaging such services. Prior approval shall not be required where doing so would undermine the effectiveness of the investigation, or necessary evidence may be lost or destroyed.

d. The private investigator chosen by the Library Director should be licensed as such, and should be reminded not to take any actions on behalf of the Library contrary to any law, rule or regulation governing the conduct of such private investigator.

4. Failure to follow the steps outlined above shall not be grounds to invalidate any information received as a result of any investigation by the private investigator.

Reference: City Policy 3.520