

POLICY NUMBER:

APM- 3 - 91

DATE:

May 15, 2002

ISSUED BY:

Carlos Gimenez

City Manager



SIGNATURE

CITY OF MIAMI



ADMINISTRATIVE POLICY

REVISIONS

<u>REVISED SECTION</u>	<u>DATE OF REVISION</u>
Created	02/22/91
Revised	06/25/92
Revised	08/16/92
Revised	10/01/93
Revised	12/09/93
Revised	01/01/96
Revised	08/12/99
Revised	02/07/00
Revised	04/15/02

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SUBJECT:

SICK LEAVE

PURPOSE: To establish an official policy relating to sick leave use and incentive provisions for support staff (classified and unclassified).

Effective this date, this Administrative Policy supersedes all previous directives relating to sick leave.

The Policy will be as Follows:

I General

- A** Sick leave is a benefit, which is designed to be used when an employee is ill. When utilizing sick leave the employee shall be confined to home except when traveling to and from visits to health professionals or when necessary to procure medicine, food, and/or related and necessary supplies.
- B** Management shall exercise care and discretion when approving use of sick leave. To determine the extent or reasons for an employee's absence on sick leave, the employee's supervisor may visit the home of the employee on sick leave with pay. Sick leave with pay shall not be granted in cases where an employee is found to malingering, or otherwise abusing this sick leave policy.
- C** Employees who are in pay status at least fifteen (15) working days per month accrue up to eight (8) hours sick leave. Sick leave shall be utilized in not less than one (1) hour increments.
- D** Job Basis employees calling in sick who do not have any leave time (sick leave, vacation, and earned personal leave) available for use will be carried ill without pay as long as the time not worked is equal to or greater than a full work day (8 hours).
- E** Hourly employees calling in ill who do not have any sick leave time available for use will be carried ill without pay.
- F** An employee must notify his/her immediate supervisor or the person designated by the Department Head to receive such notice of illness, within thirty (30) minutes after the scheduled start time of the employee's daily duties. It shall be the employee's responsibility to notify his/her department each day the employee will be out ill within the time frames outlined above.

- G Employee absent on sick leave for more than three (3) consecutive work days must report to the Department of Human Resources and obtain approval before returning to work. Those medical conditions which are minor in nature and not on the prescribed City Doctor's list will only require the employee to report to the Human Resources Department for clearance to report to work. Return from sick leave absence for more serious condition may require an examination by the city physician.

II Sick Leave Conversion

Employees who have accumulated sick leave credits in excess of three hundred (300) hours of sick leave shall, as of January 1 of each year, have one-half of the excess sick leave earned the previous calendar year credited to their vacation leave bank.

III Sick Leave Payoff

- A Employees covered by this policy who exercise normal retirement, shall be paid for one hundred percent (100%) of accumulated sick leave up to seven hundred fifty (750) hours and fifty percent (50%) of accumulated sick leave above seven hundred fifty (750) hours.
- B Employees who terminate employment with the City under honorable conditions shall receive a sick leave cash payout as follows:
1. More than 7, but less than 15 years of service 25%
 2. More than 15 years of service 50%
- C Employees who are terminated shall not receive compensation for unused sick leave upon separation of service or retirement.
- D Upon separation of service employees shall not have any sick leave earned converted to their vacation leave bank.
- E Payoff for accumulated sick leave shall not be used to calculate average earnings for pension purposes.
- F Employees with ten (10) or more years of service who are laid off under honorable conditions may repurchase sick leave for which they were paid off at the time of separation subject to the following conditions:
1. They are rehired within twelve (12) months of their last day worked.
 2. They remit to the City an amount equal to their rehire hourly rate times the number of hours of sick leave for which they were previously paid off. This buy back option must be exercised and paid for within 30 days of the date the employee returns to work.
 3. If the buy back option is properly exercised, the City will credit the employee with the balance of sick leave hours credited to his account as of the date he was laid off.

IV Perfect Attendance Award

In recognition of those employees who display perfect attendance in any one-payroll year, the City will present the employee with a certificate of appreciation. In

addition, there will be an annual drawing of fifty (50) employees from the pool of eligible employees with perfect attendance. Each of the fifty (50) employees whose name is drawn shall receive a one hundred (\$100) dollar cash prize. The determination of when and the procedures for recognition of perfect attendance shall be determined by the Office of Labor Relations. In order to qualify for perfect attendance recognition, the employee must not have utilized any sick leave, nor been on disability, nor have been in any without pay status during the payroll year.