

HEWITT TEXAS

CITY OF HEWITT POLICIES AND PROCEDURES

Procedure: Sick Leave

Section: 4.3

Adopted: 10/07/2002

Amended: 11/12/2008; 08/24/2015; 6/15/2017

4.3 SICK LEAVE

Sick leave is a benefit for employees who are unable to work due to an injury/illness for themselves or an eligible family member.

This policy applies to all Full-time employees, excluding Part-time, Temporary, or Seasonal employees.

Sick Leave Accrual & Payout Chart

Civilian Employees		
Work Week/Shift	Accrual Per Year	Maximum Accrual
30+ Hours	72 hours (2.78/pay period)	Unlimited
40 Hours	96 hours (3.7/pay period)	Unlimited
24-Hour Shift	144 hours (5.54/pay period)	Unlimited

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Civil Service Employees		
Work Week/Shift	Accrual Per Year	Maximum Accrual
40 Hours	120 hours (4.62/pay period)	Unlimited

Civilian Employees	
Years of Service	Maximum Payout
5+ years	10 Days (80 hours)
10+ years	15 Days (120 hours)
10+ years (and retire from City of Hewitt)	60 Days (480 hours)
20+ years (and retire from City of Hewitt)	90 Days (720 hours)

Civil Service Employees	
Years of Service	Maximum Payout
1+ years	90 Days (720 hours)

The City Manager may, for recruitment purposes, adjust the beginning rate and balance at which new hires earn sick leave.

The guidelines for sick leave are as follows:

1. Sick leave will accrue on a bi-weekly basis and shall begin to accrue at the end of the first full pay period of employment. Changes in the accrual rate will go into effect on the anniversary month of hire.

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2. Employees are eligible for sick leave as soon as benefit hours are accrued.
3. Sick time shall not be advanced to employees and is not transferable between employees.
4. Sick leave is granted by the City for the following purposes:
 - The employee's illness, injury, or health care.
 - Attending to an illness of a member of the immediate family within the first degree of consanguinity (including the birth of a child)
 - Legal or doctor ordered quarantine
 - Routine health care appointments of employee or employee's immediate family which cannot reasonably be scheduled outside working hours.
5. Employees who use their sick leave without just cause may be subject to disciplinary action up to and including termination.
6. Supervisors may require a doctor's statement from any employee. Also, **employees missing more than three (3) consecutive days due to illness or injury must provide a statement from their doctor regarding the illness (Return to Work Authorization)**. The return to work authorization must be provided to the Human Resources Department. Failure to do so may result in disciplinary action up to and including termination.
7. Sick leave may be taken in minimum increments of one (1) hour. When an employee works a portion of a day and is ill for the remainder, employee will be charged sick leave for the hours not worked.
8. Official holidays and regular days off shall not count against sick leave.
9. Sick leave shall not be earned during leave without pay, including unpaid FMLA leave.
10. Sick leave shall be charged only for time during which the employee would ordinarily have worked. Paid sick leave is not considered hours worked for purposes of overtime calculations.
11. If an employee becomes ill and cannot report for work, the absence must be reported to their immediate supervisor prior to, or within one (1) hour before his or her regular reporting time, so that such absence will be charged to sick leave. Failure to report to work will cause an employee's absence to be documented as leave without pay and may result in disciplinary action.
12. An employee retiring or resigning from employment with the City must submit certification of illness from a doctor before being eligible to use sick leave in the last two (2) calendar weeks of employment.

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13. Payment for unused sick leave, if applicable, shall be made at separation of employment (in good standing only), retirement, or death of employees. Payment for accrued sick leave shall be paid at the employee's straight time pay rate. See maximum amount paid in the Sick Leave Accrual & Payout Chart (Section 4.3).