



SICK LEAVE

I. PURPOSE

To provide income protection for employees who, because of illness or accident, are temporarily absent from work.

II. SCOPE

This policy applies to regular full-time and regular part-time employees.

III. POLICY

Full-time regular employees earn one (1) day of sick leave per month equal to eight (8) hours. Leave is accrued on the 15th and the last day of the month. The table below provides semi-monthly hourly accrual.

Full-time City Employee	Firefighter* Operations	Sworn Police* Employee
4.00	7.50	5.00

*Sworn Police Department employees and firefighters accrue at higher rate than other full-time employees as required by Local Government Code 142.0013 and Chapter 143.045. Part-time employees earn sick leave on a pro-rated basis.

IV. PROCEDURE

- A. Sick leave is accrued on the 15th and last day of every month. Accruals will be prorated based on the employee's hire date and/or termination date.
- B. Sick leave may be taken because of:
 - personal illness or disability
 - injury



- legal or doctor ordered quarantine
- for a qualifying Family Medical Leave Act (FMLA) event. (See [Family and Medical Leave #322](#))
- routine health care appointments of employee or employee's immediate family which cannot reasonably be scheduled outside working hours.

For on the job injuries See [Injury Leave # 314](#).

- C. The number of sick leave days credited is not intended to establish a guideline for acceptable attendance. Claiming of sick leave benefits in excess of standards set in the attendance policy will constitute grounds for supervisory review. Likewise, evidence of the abuse of this benefit may constitute grounds for disciplinary action up to and including termination. See [Attendance #423](#).
- D. Sick leave shall not accrue for any month during which an employee is in an unpaid status for 12 work days or in a paid status for less than half the standard number of regular work days in a month for his/her type of job.
- E. Civil Service Employees

To maintain compliance with Local Government Code Chapter 143 and the Rules and Regulations of the Civil Service Commission of the City of Georgetown, all police officers and non-shift firefighters will accrue 120 hours (15 days) of sick leave per year.

Shift firefighters will accrue 180 hours (15 days) of sick leave per year.

- F. Accruals Prior to October 1, 2004

On September 30, 2004, all employees' sick leave accruals were frozen in a "bank." "Banked" sick leave hours will be eligible for use at the discretion of the employee.

- G. Sick Leave Annual Bonus

After an employee has an accumulation of 480 hours of sick leave (including any accruals frozen in their bank) the employee will continue to accrue sick leave of up to twelve (12) days per year. However, for any unused sick leave in excess of 480 hours, the employee may request to exchange personal leave in accordance with the following schedule to be taken during the subsequent fiscal year:



12 days accumulated	4 days personal leave
9-11 days accumulated	3 days personal leave
6-8 days accumulated	2 days personal leave
3-5 days accumulated	1 day personal leave
0-2 days accumulated	0 days personal leave

Each fiscal year is treated separately, and each fiscal year is an accumulation by itself. Further, the personal leave calculations start over each fiscal year. Earned bonus personal leave time must be taken in the following year and will not carry over from year to year. This does not apply to Civil Service employees. Civil Service employees should refer to Local Government Code Chapter 143 and the Rules and Regulations of the Civil Service Commission of the City of Georgetown for guidelines on leaves.

H. Payout Upon Separation

All employees hired prior to October 1, 2004 will be eligible for the payout of their "banked" sick leave. Upon separation in good standing, payment shall be made for fifty percent of the unused accrued sick leave up to a maximum of 60 days of pay for 120 days of accrued sick leave at their pay rate when the hours were banked. Civil Service employees should refer to Local Government Code 143.045 and the Rules and Regulations of the Civil Service Commission of the City of Georgetown for guidelines on the payout upon termination.

Employees hired on October 1, 2004 or later will not receive a payout of sick leave upon termination.

I. Increment

All employees may take sick leave in increments of .25 hours.

J. Maintenance of Contact.

1. It is the employee's responsibility to contact his/her supervisor daily if absent for more than one day. Exceptions to this requirement would be hospitalization, or a prolonged catastrophic illness, or a determination by the City that the absences qualify as family and medical leave. See [Family and Medical Leave #322](#).
2. Failure to give proper notification as defined by division or department policy will result in an absence without leave during any time away from work. See [Attendance #423](#).



K. Three or more Consecutive Days.

Sick leave taken for three or more consecutive days may be subject to family and medical leave and may require doctor certification before return to work is authorized. See [Family and Medical Leave #322](#).

L. Abuse of Leave Time

1. A supervisor may at any time require satisfactory proof of the proper use of sick leave and may disallow sick leave in the absence of such proof. An employee who misuses sick leave should be counseled and will be subject to corrective action up to and including termination.
2. Evidence of abuse of leave privileges can include, but is not limited to:
 - Frequent unapproved absences on Friday and/or Monday; or
 - Maintaining low or zero paid leave balances; or
 - Frequent unapproved absences prior to or following a holiday; or
 - Any pattern of absences that can be identified by a review of leave usage.

M. Exhaustion of Benefit

After an employee's accumulated sick leave has been exhausted:

1. An employee shall first use compensatory time then vacation time for circumstances that would qualify as sick leave.

NOTE: After an employee has exhausted all vacation and compensatory leave, an employee may request sick leave from the City Manager and the Citywide sick leave bank. The Human Resources department will coordinate the request of such leave.

2. An employee may be granted leave without pay but shall not exceed a maximum of 26 consecutive weeks. See [Leave Without Pay #321](#). Civil Service employees should refer to Local Government Code Chapter 143 and the Rules and Regulations of the Civil Service Commission of the City of Georgetown for guidelines on leaves.



N. Physician's Release Upon Return

1. Generally, when the employee seeks to return to work after three (3) or more days of absence, the employee shall be required to furnish a statement from their physician to the effect that the employee's physical condition permits the resumption of employment without endangering the employee's health or the health of others.
2. The City may request clarification by a physician of the City's choice.