

SICK LEAVE

Sick leave is a benefit granted to an employee for personal sickness, bodily injury, required physical or dental examinations or treatment, or exposure to a contagious disease when continuing to work might jeopardize the health of others.

Sick leave may be granted to an employee for illness in the employee's immediate family, which requires the care of the employee. For the purpose of this section immediate family shall be deemed to include spouse, parents, and children (including step and/or in-law -relationships).

Sick leave may be used by an employee for the death of an immediate family member. For the purpose of this section, immediate family shall be deemed to include spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren, plus the various combinations of half, step, in-law, and adopted relationships that can be derived from those named.

Basic Accrual

Each full-time regular employee shall earn sick leave at the rate of eight (8) hours for each month worked. Periods of fifteen (15) calendar days or less during one (1) month shall not be counted but sixteen (16) days or more shall be counted as a whole month for purposes of calculating leave under this section.

Maximum Accumulation

Employees may accumulate unlimited sick leave.

Physician's Certificate

If an employee is out more than three (3) consecutive days he/she will be required to present a physician's certificate prior to his/her return to duty. Failure to produce a required physician's certificate will result in the employee not being allowed to use sick leave. The employee may be allowed to use accrued compensatory time, vacation leave, and/ or leave without pay.

If a department head has reasonable cause to believe that an employee is abusing his/her sick leave privileges, the department head may, with the approval of the human resources director, request a physician's certificate for each occasion on which an employee chooses to use sick leave.

Retirement Credit

Employees who are members of the North Carolina Local Governmental Employee's Retirement System may apply unused sick leave toward retirement credit in accordance with System guidelines. Employees should take note that the application of unused sick leave toward retirement credit is governed exclusively by the North Carolina Local Governmental Employee's Retirement System. Accordingly, any questions or concerns about this issue should be directed to the North Carolina Local Governmental Employee's Retirement System.

Notification

The employee shall be required to call his/her supervisor no later than one half hour after the scheduled start of the workday to advise him/her when illness prevents his/her reporting to work.

If an employee is away from his/her job for two (2) consecutive days without notice, it shall be assumed that the employee has resigned.

Also, if a physician places any physical restrictions on an employee which will limit the employee's ability to successfully complete the assigned duties of their position, the employee must notify his/her supervisor about those restrictions. This notification must be made as soon as is practical, but not later than the time appointed for the employee to return to duty for their next scheduled work period. Upon receiving such notification, the employee's supervisor must relay this information up the chain of command in order to allow the city to lawfully and appropriately respond to the situation.

Employees shall notify their immediate supervisor when required to use prescription medication that they have been informed has the potential to impair job performance. The employee shall advise the supervisor of the known side effects of such medication and the prescribed period of use. The employee may be temporarily reassigned to other duties, where appropriate.

Advancement

The City Council may, on the recommendation of the city manager, advance sick leave to an employee with five or more years of service who has exhausted his/her sick leave because of a major operation, illness or injury. No advancement can be made to an employee who has a warning concerning sick leave in his/her file. After the employee returns to work, advanced sick leave previously used shall be repaid at the rate of eight (8) hours per month until such time the advanced leave is repaid in full. An employee who has received advanced sick leave and subsequently retires or terminates employment shall repay the city for the balance of the advanced sick leave at a rate of their hourly rate of pay at separation times the number of unpaid hours. In the event of death, liability to the city will cease to exist.

Termination of Employment

All sick leave accumulated by an employee shall end and terminate when an employee resigns or is dismissed by the city. However, at the time of termination, an employee may request that an official record of their unused sick leave balances be made available to them. If a former employee fails to request an official record of their unused sick leave balances at the time of separation of employment, the former employee may file a request with the finance department for an official record of unused sick leave that was accrued during an earlier term of employment. An official record of unused sick leave balances is not available for employees separated from the City of Asheboro prior to May 10, 2001.

Transfer from Other Agencies/Entities

An individual who is employed by the City of Asheboro in a full-time position and who comes to the city from employment with another agency which participates in the Teachers' and State Employees' Retirement System of North Carolina or the North Carolina Local Governmental Employees' Retirement System may have his/her accrued sick leave transferred to the City of Asheboro under the following guidelines:

- 1) The employee bears the sole responsibility for requesting and obtaining certification of the prior sick leave balance from the former employer.
- 2) The employee's responsibility for obtaining certification of his/her accrued sick leave is not discharged until the employee receives from the Human resources department written acknowledgement of acceptance of the former employers' certification of the amount of accrued sick leave.
- 3) The employee will be credited with his/her certified prior sick leave balance after 1 month's service with the City of Asheboro. Except as provided below in subsection 4, employees rehired by the City of Asheboro will be credited with their prior sick leave balance using the same guidelines as specified above.
- 4) Employees rehired will not be given credit for sick leave earned with the city, if the employee separated during the initial probationary period of employment.