

CITY OF NORTON SHORES

**POLICY
ADVANCE OF SICK LEAVE**

ISSUED: May 28, 2015

Purpose

The purpose of this document is to establish a policy regarding the repayment of advanced sick leave.

Policy

As outlined in the Personnel Ordinance, Sec. 2-336, the City Administrator may, " in those cases where an employee has qualified for sick leave and has exhausted all vacation and sick leave accumulations, authorize an extension of sick leave, with compensation, for a maximum of 20 working days, if the employee is expected to be able to return to work. At the option of the City Administrator, the benefit period may be for 40 working days, with the compensation at half the normal rate. Upon the expiration of all vacation and sick leave benefits, the city administrator may grant a leave of absence, without pay, for a period not to exceed 12 months."

In exchange for advancement of sick leave, the employee agrees to pay the leave back to the City. Payroll will track how much excess time has been used and it will be reflected as a negative number on the employee's paycheck stub. As paid leave time (sick and vacation) is accrued, it will be credited toward the negative balance at a rate of 75% until paid in full.

Further, if an employee leaves City employment, whether voluntarily or involuntarily, before the advanced sick leave is repaid, the amount of borrowed sick leave will be deducted from the employee's final paycheck and/or billed to the employee at an hourly rate equal to the employee's hourly rate while using the advanced sick leave.

AGREEMENT

By signing below, I am requesting an advance of sick leave in the amount of _____ hours. (This can be estimated.) I also understand that according to Section 2-336(3) no sick leave will be accrued while using advanced sick leave and this leave is required to be paid back by forfeiting 75% of any future sick and vacation leave until paid in full. If the full amount is not repaid prior to the last day of employment with the City, it will either be deducted from my last paycheck, or in the instance of not having accrued enough, I will be responsible for reimbursing the City for the balance of sick leave at an hourly rate equal to my hourly rate while using the advanced sick leave.

Name

Date

City Administrator

Date