

605 Sick Leave

605.1

All full-time, regular employees, with the exception of Fire Fighters and Police Officers, shall accrue sick leave with pay at the rate of 12 working days each year, to be accrued on a biweekly pay period basis. Fire Fighters and Police Officers shall accrue sick leave with pay at the rate of 15 working days each year, to be accrued on a biweekly pay period basis. In all cases the accrual will be available the pay period following the period accrued.

Sick leave shall accrue only when hours worked and approved paid leave exceeds unpaid leave on a biweekly basis.

605.2

Employees hired prior to October 1, 2007 may accumulate sick leave without limit and may be used as approved by the Department Head or Division Director while an employee is unable to work as stated in Section 605.4. In the event an employee, for any reason, leaves the service of the City, the employee shall be eligible to receive the full amount of the employee's salary for the accumulated sick leave according to the following schedule:

Zero through 10 years of continuous service – no payment of accrued sick leave upon termination.

Over 10 years of continuous service – 100 percent payment of accrued sick leave upon termination, not to exceed 90 days.

Fire Fighters and Police Officers, regardless of years of service, shall be paid 100 percent of accrued sick leave, upon termination, not to exceed 90 days.

If the employee is within 3 years of retirement eligibility, has a minimum of 102 days of accumulated sick leave and completes an Intent to Retire Form, a voluntary selection may be made to credit such amounts, over a 3-year period, under the City's Deferred Compensation Plan (IRS Section 457). Employees eligible to retire under TMRS after 10 years of service with the City of Amarillo and age 60 will be eligible to credit these amounts if they have a minimum of 72 days of accumulated sick leave.

City employees who are eligible to retire will be allowed to convert any available sick leave, above the 90 days sick leave paid at retirement into a Health Reimbursement Account (HRA). Each 30 hours of accrued sick leave above 90 days will be converted to the equivalent of 1 month of retiree-only health benefit coverage. The resulting dollar value will be deposited into the retiree's HRA.

Employees retiring prior to the adoption of the HRA may voluntarily have their remaining months of retiree health coverage converted and contributed to the HRA. This is a one time conversion and converted sick leave may not be converted back to sick leave.

Regular employees (except Chapter 143 Fire Fighters and Police Officers) hired after October 1, 2007, with 10 continuous years of service, shall be eligible to receive the full amount of the employee's salary for the period of accumulated sick leave, not to exceed 60 days. Sick leave hours will be capped at 480 hours.

Fire Fighters working a 56-hour work schedule who retire will be allowed to convert any available sick leave, above the 90 days paid at retirement, into an HRA. Each 42 hours of accrued sick leave above 90 days will be converted to the equivalent of 1 month of retiree-only health benefit coverage. The resulting dollar value will be deposited into the retiree's HRA.

605.3

For employees who are scheduled to work a regular 40-hour workweek, 8 scheduled working hours shall be counted as 1 working day for sick leave purposes; for Fire Fighters who are scheduled to work an average 56 hours per week on an annual basis, 12 scheduled working hours shall be counted as 1 working day for sick leave purposes.

605.4

Sick leave may be granted only for a bonafide physical or mental illness or injury under the following conditions:

- Legal quarantine, serious illness, fitness-for-duty exam or to serve as pallbearer for immediate family. The immediate family shall be defined as:

Father	Father-in-law	Stepfather
Mother	Mother-in-law	Stepmother
Brother	Brother-in-law	Stepbrother
Sister	Sister-in-law	Stepsister
Son-in-law	Daughter-in-law	Stepchild
Spouse	Child	Grandson
Grandfather	Grandmother	Granddaughter

- In the case of a death in the immediate family, three bereavement days are available pursuant to policy 611 Bereavement Leave. The Department Head may grant three additional (3) working days of available sick leave to the employee. Any additional sick leave granted for this purpose shall require approval of the City Manager. All bereavement leave, including extended leave that may be granted under the Sick Leave Policy, will only extend 31 calendar days from the date of death.
- For medical, dental, psychologist, psychiatrist and ocular appointments of an employee, employee's spouse, dependent children or dependent parent.

A Department Head may require an employee to provide a physician's release to return to work and/or a physician's statement of medical treatment prior to approval of sick leave. All unauthorized absences shall constitute leave of absence without pay.

Accrued sick leave or annual leave may be used, at the employee's election, to supplement worker's compensation income benefits when injury leave per Section 607 is either unavailable or exhausted.

Each calendar year an employee may use three (3) days of sick leave as Personal Time Off (PTO). Personal Time Off may be used in accordance with rule 601.4.

605.5

In the event an employee (except Chapter 143 Fire Fighters and Police Officers) leaves the service of the City and receives payment for accrued sick leave then returns to employment with the City, the employee will not be required to repay sick leave to the City. If, however, after 10 years of service with the City the employee terminates City employment, the employee shall only be eligible to receive cash payment for accrued sick leave up to a maximum of 90 days less any amount of sick leave taken or which was previously paid as a result of a former termination.

Former employees, who left City employment and were previously paid for accrued sick leave, shall be required to repay such sick leave at current dollar value prior to returning to City employment if re-employment is to the position of either Fire Fighter or Police Officer. Upon repayment, the employee shall receive immediate credit for an equivalent dollar value of sick leave days, taking into consideration the dollar value of a "working day" based upon the employee's current rate of pay.

605.6

Employees who are absent from work because of illness or non-service connected injury are responsible for:

Reporting their absence to their Department Head 30 minutes before the start of their workday on the day of absence and shall assure he/she can be reached either by telephone or in person at their residence, except for hospitalization or doctor visits.

Any employee who fails to follow either requirement shall be penalized by having the leave charged to annual leave or leave without pay. Department Heads may limit the use of sick leave by employees who are failing to accumulate sick leave and are suspected of misrepresenting the need to use sick leave. The misuse or abuse of sick leave benefits shall be grounds for disciplinary action, including dismissal.

605.7

There shall be no deductions from the compensation of employees exempt from overtime provisions of the Fair Labor Standards Act, for periods of absence from work of less than 1 day, if such employees have no accumulated sick or annual leave.

605.8

Employees desiring to donate annual leave or compensatory time to another City employee, to be used as sick leave by the receiving employee, may do so by completing the Authorization to Transfer Compensatory Time/Annual Leave Form, available in the Human Resources Department. The transfer must be approved by the donating employee's Department Head and Division Director.