

**LEAVES OF ABSENCE****1.9.4****D. SICK LEAVE****1. Accrual of Sick Leave**

Full time probationary and regular employees only are eligible to accrue eight (8) hours of sick leave with pay for each calendar month of actual continuous service dating from the employee's most recent date of hire. Part time employees will accrue sick leave as required by state or federal law.

An employee shall not receive payment for unused accumulated sick leave upon termination of employment or retirement (either disability or service retirement) unless specifically provided for in an applicable Memorandum of Understanding. An employee may not use sick leave to extend a retirement or termination date, unless specifically provided for in an applicable Memorandum of Understanding, State, or Federal law.

**2. Return to Work from Sick Leave**

If an employee misses 3 or more days of work due to illness, the employee will be required to provide a return to work certification from a licensed physician to the Office of Human Resources before returning to work. The City may require the employee to see a physician chosen by the city to conduct a fit for duty examination at the City's expense.

**3. Use of Sick Leave for Family**

In cases of illness of a family member, an employee may use up to one-half of their sick leave entitlement for the year to attend to the illness of a spouse, domestic partner, parent, or child. Additional family sick leave usage for special circumstances may be granted on a case by case basis in the discretion of the Department Head with the concurrence of the City Manager.