

POLICY TITLE: Sick Leave

ADOPTION/LAST REVISION: 8/10/1999; 2/8/2000; 4/10/2012; 2/10/2015; REVISED
4/19/2022

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the Everett Roehl Marshfield Public Library reserves the right to amend this manual at any time subject only to approval by the Library Board.

A. Sick Leave Administration

1. **General.** A permanent, full-time employee shall accumulate one day of sick leave credit for each calendar month of service, except that in the event such service commences after the 15th day of a month, no credit will be given for that month. Each day of sick leave credit so accumulated shall be used as a basis for sick leave pay while an employee is absent because of illness.
2. **Accumulation.** A full-time permanent employee accumulates sick leave credit at a rate of one day per month and may accumulate up to 960 hours of sick leave credit. For permanent part-time employees at .5 FTE (full time equivalent) or higher, the accumulation shall be prorated based upon the number of hours budgeted divided by 2,080.
3. **Notice.** All employees must notify their supervisor or the supervisor in charge prior to their scheduled start time except under extenuating circumstances when a family member may call in if the employee is unable to call due to illness. Failure of such notice shall be grounds for termination of employment.
4. **Deductions.** Sick leave shall be taken in not less than one-quarter hour periods. Compensation will be based on the employees scheduled work day.
5. **How to be Used.** Credit days accumulated under the plan may be used in case of illness, doctor and dental appointments at the discretion of a supervisor. The Library may send a representative to the employee's home, or request the employee to furnish a statement from a doctor, before granting any compensation for absence because of illness. The Library shall have the right to have the employee examined by a doctor chosen by the Library before making payment for absence because of illness. A minimum of forty-eight (48) hours notice (appointment slip required to verify time and date) is required prior to scheduled doctor/dental appointments unless urgent circumstances. No compensation will be paid for sick leave unless

the amount of time taken and reason for such is reported timecards and library schedule spreadsheets.

Employee's shall be allowed to use up to forty (40) hours per year (for a full-time benefit eligible employee) of accrued sick leave for the medical needs including doctor and dental appointments of his/her spouse, parent (including in loco parentis), or children at the discretion of their supervisor. Part-time benefit eligible employees will be pro-rated according to their full-time equivalent status. All appointments shall be made outside of working hours whenever possible. Department/Division Head may require a letter from the attending physician/treatment provider stating that appointments outside of the regular workday are not available or that an employee's attendance is required. Employees are expected to attend work before and after appointments if appointments are during the workday.

6. **Termination.** Upon termination, all sick leave accumulated by an employee is cancelled with the exception noted in the following paragraph.

Grandfathered employee's termination: Effective December 31, 2011 the existing non-represented group will be grandfathered for the purpose of sick leave payout with their sick leave balances frozen on December 31, 2011 for the purposes of this section. Grandfathered employees working at an FTE level of .6 FTE or higher will be paid out the lesser of their current sick leave balance or the frozen balance as of December 31, 2011. Upon termination, the employer shall deposit the equivalent dollar value of all the eligible accrued unused sick leave in the Post Employment Health Plan (PEHP) administered by the Public Employees Benefit Services Corporation (PEBSCO) to pay for future health insurance premiums. To be eligible to participate, the employee must have worked for the City for twenty (20) consecutive years and also be eligible and accepted to receive an annuity under the Wisconsin Retirement System (WRS) or disability. The value of the amount placed in PEHP shall be determined using the employee's current level of compensation at the date of termination or disability. This amount will be multiplied by the accrual up to a maximum of 960 hours. **Employees not listed in the grandfathered non-represented group as of December 31, 2011 are not eligible for sick leave payout.**

7. **Transfer of Credits.** All sick leave credits shall be transferable from one City Department or position to another.