



CITY OF KINSTON

Personnel Policy

Subject: Sick Leave	Section: Holiday/Leave/Longevity		Review Responsibility: Director of Human Resources		
	Policy #: 4	Effective Date: 8/01/2016	Rev. #: 2	Revision Date: 7/31/2016	Page: 1 of 3
	Supersedes: 11/1/2010	Prepared By: Gloria Blake <i>Gloria N. Blake</i>		Approved By: Tony Sears <i>Tony Sears</i>	

1.0 Purpose

To establish guidelines for eligible employees to receive and use Sick Leave when all requirements have been met.

2.0 Organizations Affected

All eligible City employees in all departments.

3.0 Policy

The City of Kinston allows for the receipt and use of Sick Leave by employees for qualifying events or issues approved by the City Manager or his/her designee. Sick leave is a benefit granted to the employee because of personal sickness or injury, or immediate family illness which requires the care and attention of the employee.

4.0 Definitions

4.1 Immediate Family

Consists of Spouse – Husband or wife; Parent – Biological, adoptive, step, in-law, or in loco parentis; Child – Biological, adoptive, foster, step, in-law, legal ward or in loco parentis; Brother/Sister – Biological, adoptive, step, half, or in-law; Grand/Great – Parent, child, step, or in-law.

4.2 Pay Status – Working or on approved leave.

5.0 Responsibility

5.1 It is the employee's responsibility to initiate the proper notification to the appropriate supervisor when requesting Sick Leave, via telephone conversation and/or in writing if known in advance.

5.2 It is the Supervisor's responsibility to approve or deny the request.

5.3 Failure of an employee to notify his/her appropriate supervisor of an absence for two consecutive days will be terminated on the third day for job abandonment.

Subject: Sick Leave	Policy No.: 4	Rev. #: 2	Revision Date: 7/31/2016	Effective Date: 8/01/2016	Page: 2 of 3
------------------------	------------------	--------------	-----------------------------	------------------------------	-----------------

6.0 Procedure

6.1 General

- 6.1.1 Sick leave is granted to employees who are in pay status for one half or more of regularly scheduled workdays and holidays in the pay period. Sick Leave may be transferred from other government agencies. Transferred leave will be banked during the first year, before being available for usage.
- 6.1.2 A full-time employee with a status of regular, probationary, trainee, or time-limited employee is eligible to accrue Sick Leave at a rate of 8 hours per month or 96 hours per year. A part-time (1/2 time or more) regular, probationary, trainee or time-limited employee will accrue Sick Leave at a rate that is prorated based on the full-time amount. Temporary employees are not entitled to Sick Leave.
- 6.1.3 Vacation leave in excess of 240 hours (prorated for part-time employees) shall be converted to sick leave on December 31st of each year. Vacation Leave may be used in lieu of Sick Leave if the employee chooses to do so.
- 6.1.4 Sick leave accumulates indefinitely.
- 6.1.5 To avoid abuse of sick leave privileges, a statement from a medical doctor or other acceptable proof may be required. Evidence to support leave for adoption-related purposes may be required.

6.2 Leave Charges

- 6.2.1 Sick leave shall generally be taken and charged in fifteen (15) minute units of time. Only scheduled work time shall be charged in calculating the amount of leave taken.
- 6.2.2 Hours worked in excess of the employee's established work schedule may be used to offset leave reported in the same overtime period at the employee's request.
- 6.2.3 While on approved leave, an employee continues to accumulate leave, is entitled to holidays and is eligible for salary increases.

6.3 Uses of Sick Leave

- 6.3.1 Sick leave may be used for illness or injury, medical appointments, temporary disability due to childbirth, to care for member of immediate family, death in immediate family, or donation to another employee who is an approved voluntary shared leave recipient.
- 6.3.2 The adoption of a child is limited to a maximum of 30 days for each parent (which is equivalent to a biological mother's average period of disability). This is interpreted to mean at the time of physical possession of the child, and whether adopted or in the process of adoption.

Subject: Sick Leave	Policy No.: 4	Rev. #: 2	Revision Date: 7/31/2016	Effective Date: 8/01/2016	Page: 3 of 3
------------------------	------------------	--------------	-----------------------------	------------------------------	-----------------

6.3.3 If an employee does not have sufficient leave to cover approved Sick Leave, the employee may qualify to receive voluntary shared leave. See the Voluntary Shared Leave Policy.

6.4 Leave Without Pay for Extended Illness

6.4.1 If an employee, or the employee's child, parent or spouse, has a serious illness that qualifies under the Family and Medical Leave Act (FMLA) and the employee has exhausted all leave, the employee may be on leave without pay per FMLA guidelines. If the illness does not qualify for FLMA, the provisions of the Leave Without Pay Policy shall be followed.

6.5 Sick Leave Related to Separation and Reinstatement

6.5.1 Upon separation, unused Sick Leave shall not be paid in terminal leave except as otherwise noted herein. Unused Sick Leave may be applied toward retirement if eligible to retire within five years (See retirement credit in section 6.6.1).

6.5.2 Upon reinstatement, unused Sick Leave shall be reinstated when the employee returns from authorized leave without pay or when employee returns within five years from any type of separation. Unused Sick Leave may be reinstated when an employee returns to City employment within five years from employment with a qualified governmental entity.

6.5.3 If an employee is exhausting approved sick/vacation leave for medical reasons and resigns or dies before returning to work, the date separated shall be the date the employee resigns or dies. This is subject to the approval of the City Manager or designee.

6.5.4 If an employee gives notice of a resignation and becomes ill, the employee may exhaust sick/vacation leave up until the date of resignation. The date separated will be the date of resignation. This is subject to the approval of the City Manager or designee.

6.6 Retirement Credit

6.6.1 Upon retirement, an employee will receive one month of service for every twenty (20) days of Sick Leave accrued.

6.7 Sick Leave Records

6.7.1 It is the responsibility of the Human Resources Director or his/her designee to maintain available balance for each employee via the computer system. Department heads should assume responsibility for notifying employees of leave balances at least once each year.

6.7.2 The Human Resources Department will retain leave records for all separated employees for a period of at least five years from the date of separation.