

IX. SICK LEAVE

9.1 FULL-TIME REGULAR EMPLOYEES. Full-time regular employees shall accrue sick leave on the basis of twelve (12) hours per month of continuous service up to seven hundred and twenty (720) hours. Employees may not use sick leave until the leave is earned.

9.2 PART-TIME REGULAR EMPLOYEES. For part-time regular employees sick leave hours shall accrue and be eligible to be used based upon the ratio of the time worked compared to a full-time employee (FTE) in the current fiscal year budget.

9.3 DELETED

9.35 DELETED

9.4 DOCTOR'S CERTIFICATE. More than three (3) days sick leave used consecutively may require a doctor's certificate at the discretion of the employee's supervisor or Department Head.

9.5 NOTIFICATION TO SUPERVISOR. Any employee absent due to illness must notify their immediate supervisor prior to the normal time for reporting for duty. Any unauthorized absence is grounds for discipline up to and including termination.

9.6 WHILE ON LEAVE-WITHOUT-PAY STATUS. Effective the fourth day of leave without pay, Sick Leave will not accrue while an employee is on a leave-without-pay status.

9.7 UPON SEPARATION. A regular employee voluntarily terminating or retiring in good standing will be paid \$1.00 for every hour of sick leave accumulated as of their last day of employment. Good standing is determined by the last three years performance evaluations being satisfactory. In a case where the employee has not been employed for a period of three years, the actual length of "satisfactory" employment will be used.

9.8 EMERGENCY LEAVE.

- a. In case of a medical emergency, such as non-elective hospitalization or serious injury of the employee or a member of the employee's immediate family, or death in the employee's immediate family, the employee may use up to forty (40) hours of accrued sick leave.
- b. For the purpose of this section, "immediate family" includes the employee's spouse, children, parents, parents-in-law, siblings, grandparents, grandchildren, or any person acting in one of these capacities.
- c. Documentation setting out the facts constituting the emergency shall be provided to the Department Head simultaneously with the Time Sheet on which the leave is taken.

9.9 ABUSED SICK LEAVE. Any abuse of sick leave privileges shall subject the employee to discipline up to and including termination.

9.10 FAMILY AND MEDICAL LEAVE ACT POLICY

- A. The City and Borough shall grant family and medical leave consistent with applicable provisions in the Federal Family and Medical Leave Act (FMLA) and the Alaska Family Leave Act (AFLA) effective the first day of the authorized leave.

B. Start of Family Leave Calculation under the FMLA/AFLA.

An employee may use up to fourteen days per calendar year of their sick leave to care for a family member who is sick before the family leave calculation may begin under FMLA/AFLA. This family member need not have a “serious health condition.”

9.11 LEAVE BANK. When an employee has exhausted his or her accrued sick leave, annual leave, and floating holidays, the employee may apply for leave from the sick leave bank, which is subject to the following rules:

- a. Employees may voluntarily contribute annual leave into the sick leave bank.
- b. The bank may be used to aid employees who are experiencing a serious health condition, or an immediate family member is experiencing a serious health condition as defined by AS 23.10.550;
- c. Eligibility and allocation of sick bank hours will be determined by the Finance Director with the approval of the Administrator;
- d. An individual employee may not use more than 2080 hours from the bank in a lifetime; and
- e. The amount of leave provided to an individual from the leave bank cannot exceed the amount that employee would be entitled to under the Family Medical Leave Act or the Alaska Family Leave Act.

9.12 CONVERSION OF SICK LEAVE. Each full time regular employee will have one-half of the difference between 80 hours and the actual hours of sick leave used in the previous calendar year converted from sick leave to annual leave on January 1 of each year. For new or terminating employees, conversion shall be worked out on full quarters of the year completed to the date of conversion.

Part time regular employees shall be able to convert sick leave to annual leave on a pro rata basis based upon the relationship between their employment hours and full time employment.

9.13 MATERNITY/PATERNITY LEAVE. For the birth of a child and in order to care for the child; the placement of a child with an employee for adoption or foster care, employees may use sick leave towards family leave.