

Earned Sick and Safe Leave

Effective January 1, 2024, employees not covered by the above Sick Leave policy (temporary, seasonal, and paid on-call), and who work at least 80 hours in calendar a year for the City, will be covered by the Earned Sick and Safe Leave policy that follows.

Employees covered under this policy earn one hour of Earned Sick and Safe Leave for every 30 hours worked, up to a maximum of 48 hours of Sick and Safe Leave per calendar year.

Employees can use their sick leave for reasons such as: the employee's mental or physical illness, treatment or preventive care; a family member's mental or physical illness, treatment or preventive care; absence due to domestic abuse, sexual assault or stalking of the employee or family member; closure of the employees' workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.

Family includes the employee's spouse or registered domestic partner; child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis; biological, adoptive or foster, parent, stepparent or a person who stood in loco parentis when the employee was a minor child; sibling, stepsibling or foster sibling; grandchild, step-grandchild or foster grandchild; grandparent or step-grandparent; child of a sibling of the employee; sibling of the parents of the employee; child-in-law or sibling-in-law; any of the family members previously listed of an employee's spouse or registered domestic partner; any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; up to one individual annually designated by the employee.

Employees are required to give seven days' advance notice when using sick time for foreseeable needs of time off. If not foreseeable, employees are required to notify their immediate supervisor within 15 minutes of the employee's scheduled workday, or as soon as is practicable, if they will be late or not in to work that day for sick leave use. Employees must provide daily updates to their immediate supervisor.

When an employee uses Sick Leave for more than three consecutive days, the City may require appropriate supporting documentation (medical documentation, court records or other related documents). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Sick Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Sick Leave to find a replacement worker to cover the hours the employee will be absent. An employee may be required, before being permitted to return to work, to provide medical evidence that they are able to perform all significant duties of their job in a competent manner and without hazard. Claiming sick leave when mentally and physically fit, unsubstantiated excessive sick leave use, or failure to notify as outlined in this policy may be cause for disciplinary action.

Employees are eligible for carry over accrued but unused Earned Sick and Safe time into the following year, but the total of Earned Sick and Safe Leave carry over hours shall not exceed 80 hours. Unused accrued time will not be paid out upon separation.

The city shall not discharge, discipline, penalize, interfere with, or otherwise retaliate or discriminate against an employee for asserting Earned Sick and Safe Leave rights, requesting an Earned Sick and Safe Leave absence, or pursuing remedies. Further, use of Earned Sick and Safe Leave will not be factored into any attendance point system the city may use. Additionally, it is unlawful to report or threaten to report a person or a family member's immigration status for exercising a right under Earned Sick and Safe Leave.

An employee returning from time off using accrued Earned Sick and Safe Leave is entitled to return to their city employment at the same rate of pay received when their leave began, plus any automatic pay adjustments that may have occurred during the employee's time off. Seniority during Earned Sick and Safe Leave absences will continue to accrue as if the employee has been continually employed.

When there is a separation from employment with the city and the employee is rehired again within 180 days of separation, previously accrued Earned Sick and Safe Leave that had not been used will be reinstated. An employee is entitled to use and accrue Earned Sick and Safe Leave at the commencement of reemployment.