



SICK AND PAID LEAVE POLICY

For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

Scope:

This policy applies to all employees of the City of Wisconsin Rapids except Crossing Guards, LTEs, Relief Clerical, or interns. This policy also does not apply to employees who receive sick leave benefits pursuant to a collective bargaining agreement.

Purpose:

To provide employees with guidelines regarding the use of sick leave and eligibility for paid leave.

Policy:

Annual Sick Leave. Non-Union and DPW employees shall be granted a total of two weeks of paid sick days per calendar year, based on their regular hours worked per week, for the employee's own minor illnesses, such as cold and flu. See the schedule below:

Full-time employees (40 hours/week) 80 Hours
Full-time employees (32 hours/ week) 64 Hours
Part-time employees (20 hours/week) 40 Hours
PD Management (12-hour shifts) 84 Hours
Fire Management (24-hour shifts) 144 Hours

Fire and Police employees covered under collective bargaining agreements will receive sick leave benefits according to the agreements.

Sick days may also be used to care for a sick child, parent, parent-in-law, or spouse; for family medical leave (FMLA) (as substitution for unpaid family medical leave); and for family medical and dental appointments. There will be no accumulation or carryover of this leave.

Salaried employees must take sick and paid leave in increments of partial or full days (4 or 8 hours or 12 or 24 hours for Fire Department). Hourly employees may use sick and paid leave in increments of 15 minutes (.25 hours) or greater.

New Hires. New hires shall be provided sick leave after six (6) months of employment on a

prorated basis. Sick leave earned from the date of hire will be credited on the employee's six-month anniversary.

Transfers and Promotions. Employees promoted from a Police or Fire Union position to a Non-Union management position will receive prorated Non-Union sick leave credit on their promotion effective date, based on the amount of time they will be Non-Union for the remainder of the year in which they are promoted.

Payout. Each year, the City will pay \$75 for each eight-hour increment of sick leave not used during the calendar year for those employees working 40 hours per week. (\$107 for each 12-hour increment for Police management who work 12-hour shifts, and \$125 for each 24-hour increment for Fire management who work 24-hour shifts). Employees must be employed with the City on December 31 to receive this payment. This payment will be made in February of the year following the year that the sick leave was not used. For example: A payment will be made in February, for sick leave not used during the preceding year.

Extended Sick Leave. Employees will be provided up to 8 weeks of paid extended leave per calendar year for his/her own serious health condition, if an employee qualifies for FMLA. The employee must have a completed medical provider's certification and a completed Request for FMLA application. The 8 weeks of paid leave will run concurrently with FMLA.

Leave of Absence. If additional time is needed after FMLA, the employee may be placed on a leave of absence. All types of paid leave must be exhausted before an employee can take the time unpaid. A leave of absence will be granted for a maximum of 8 weeks. If the employee is not able to return to work immediately following the unpaid leave of absence, the City may terminate employment. Additional information can be found in our Leave of Absence policy.

Sick Leave for Family Members. An employee will be granted up to one week of paid leave per calendar year for a family member who has a serious health condition, as defined by the Family Medical Leave Act, or for the birth of an employee's child. In order to receive this paid sick leave, the employee must complete all required FMLA paperwork. The one week of paid leave has no accrued value and will not carry over from year to year.

Required Reporting. An employee absent for three (3) or more days, due to personal illness or the illness of a family member, is required to notify the Human Resources Department on the third day of absence. The employee's supervisor should also notify the Human Resources Department.

Monitoring. Human Resources reserves the right to monitor use of sick and paid leave. Abuse of sick leave may be grounds for discipline, up to and including unpaid suspension and/or termination.

Alternate Employment. An employee will not receive paid or sick leave under this policy while working for another employer or performing side work as a self-employed individual.

Procedures:

Unplanned Absences: For unplanned absences, employees must notify their manager of the need to use sick time, according to their department policy, as soon as possible. The notice should be given prior to the beginning of the employee's work day.

Manager Responsibilities: It is the manager's responsibility to ensure that the time away from work is recorded correctly for payroll purposes. If the employee needs to use benefits under this policy, it is the manager's responsibility to direct the employee to Human Resources.

Employee Responsibilities: If an employee is aware of the need to use sick leave for his/her own illness or the illness of a family member, it is the employee's responsibility to notify his/her manager in advance of the absence and contact Human Resources for the appropriate paperwork. (Human Resources will determine which paperwork is appropriate.) The employee must return completed paperwork to Human Resources before use of sick leave will be approved. The employee is also required to provide a signed return to work form to Human Resources prior to returning to his/her position (if it is the employee's own illness).

FMLA: If the leave qualifies as FMLA, Human Resources will provide the required FMLA notices to the employee within the required timeframes. FMLA will run concurrently with paid leave. The employee will be required to follow all FMLA guidelines as outlined in the Family Medical Leave policy.

This policy/procedure/manual does not in any way constitute an employment contract; and the City of Wisconsin Rapids reserves the right to amend this policy/procedure/manual at any time, subject to approval by the Common Council.

Adopted by the McMillan Memorial Library Board of Trustees, April 20, 2022.