

## Sick Leave

A. Paid sick leave may be used by a regular full time employee only when the employee is unable to work due to a bona fide sickness of the employee and to meet legitimate medical and dental appointments for physical examinations or other approved health maintenance measures. Sick leave may also be utilized to cover an employee's absence from work to care for a seriously ill or seriously injured (as determined by a physician) member of the employee's immediate family, when that person is legally dependent upon the employee and resides in the employee's home. Exceptions may be granted on a case by case basis for aged or infirm parents if approved by the employee's supervisor or department/division head and the human resource director. Sick leave shall not be granted for any injury, illness, or occupational disease covered by the Utah Workers Compensation Law.

B. Sick leave shall begin to accrue from the date of employment.

C. Subject to appropriation of funds by the City Council, each November the City shall payout 24 hours of sick leave at the employee's hourly rate to employees who meet the following criteria:

1. Employee must be full time and eligible to receive paid sick leave.
2. Employee must have at least 200 hours in the sick leave bank at the end of the first pay period in November.

If an employee is eligible for the payout, the payout shall be mandatory. Employees with fewer than 200 hours saved in the sick bank will not receive the payout. Part time employees who are not eligible to receive paid sick leave are not eligible for the payout.

D. For sick leave pay out and retirement, please refer to the Retirement and Resignation Benefit section in Murray City Municipal Code.

E. To qualify for sick leave payments, an employee must notify the supervisor or department/division head no later than one hour after normal starting time on each day of absence unless the circumstances surrounding the absence preclude the necessity of notification or make such notification impossible. The employee must also keep the supervisor advised regarding the employee's progress and expected date of return to duty. Sick leave will normally be charged in not less than one hour units.

F. For sick leave in excess of three (3) consecutive working days, or in cases where abuse of sick leave is suspected, the department/ division head is authorized to require the employee to furnish satisfactory proof of illness as evidenced by a signed doctor's excuse. If hospitalization, surgery, or major illness or injury is involved, employees must obtain and submit to their department/division head a "return to work release form" signed by their doctor indicating the date of return to work and restrictions, if any, which apply to the employee's return to work.