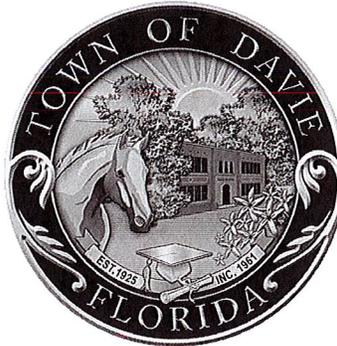


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**SICK LEAVE
SOP #23-006**

July 24, 2015

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	May 18, 2011	Human Resources	Initial Release
2	September 19, 2012	Human Resources	Revision
3	July 24, 2015	Human Resources	Revision

APPROVALS:

Author

Town Administrator

Date

Date

8/31/15

9-10-15

1-1. POLICY.

It is the policy of the Town of Davie to establish specific guidelines on the accrual and appropriate usage of sick leave for all Town of Davie employees.

Sick leave is provided so that an employee will not suffer financial loss if the employee is unable to work because of illness or physical incapacity. Employees should not regard sick leave in the same manner as annual vacation leave.

Sick leave may be granted by the Department Director in accordance with rules established in this policy. All departments are required to maintain records of any absence from duty of their employees pursuant to Florida Statute, Chapter 119.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service (regardless of probationary or other status), as well as all Executive, and Part-Time employees.

1-3. PROCEDURE.

- a. **Eligibility.** All regular full-time and part-time employees shall be eligible for and begin earning sick leave with pay as outlined below; however, an employee may not take paid sick leave until the employee has completed three (3) months of service. Sick leave is provided so that an employee will not suffer financial loss if the employee is unable to work because of illness or physical incapacity. Employees should not regard sick leave in the same manner as annual vacation leave.
 - b. **Amount of sick leave.** All regular full-time forty (40) hour employees shall earn sick leave at a rate of three and sixty-nine one-hundredths (3.69) hours biweekly. Sick leave may be accumulated up to a maximum of one thousand forty (1,040) hours. Regular part-time employees working at least twenty (20) hours per week shall accrue sick leave on a pro rata basis. Sick leave for regular part-time employees may be accumulated up to a maximum of five hundred twenty (520) hours. In the case of an extended illness where an employee has exhausted accrued sick leave, accrued vacation leave may be taken.
 - c. **Conditions under which sick leave may be used.** Sick leave may be granted for the following reasons: Personal illness or physical incapacity of the employee resulting from causes beyond his/her control, illness or physical incapacity of a member of an employee's household or immediate family (spouse, child) that requires the employee's personal care and attention, enforced quarantine of the employee in accordance with health regulations imposed by the health authorities of the town, county, or state; or for the employee to attend a doctor or dentist appointment. Additionally, while on family and
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medical leave, sick leave may be granted when it is requested by an employee to care for his/her newborn, newly adopted child or placement of a foster child.

d. **Separation.** The following procedures shall govern the payout of accumulated sick leave:

1. **Resignation or Layoff:** The employee shall be given the monetary value of fifty (50) percent of accumulated sick leave, provided they leave after completion of the initial probationary period of employment for reasons other than dismissal for cause.
2. **Retirement:** The employee shall be given the monetary value of seventy-five (75) percent of accumulated sick leave.
3. **Disability retirement:** The employee shall be allowed to use up all accumulated sick leave and/or vacation before the effective date of the disability retirement.

No compensation for accrued sick leave shall be paid to employees who are dismissed for cause unless otherwise approved by the Town Administrator or Designee.

e. **Death of an employee.** The accumulated sick leave of employees who die while in the employ of the Town of Davie shall be paid to the spouse or estate of said individual at the monetary value of one-hundred (100) percent of accumulated sick leave.

f. **Use of sick leave.** Absence for a fractional part of a day that is chargeable to sick leave in accordance with these provisions shall be charged in an amount not smaller than one-quarter (1/4) of an hour.

g. **Payment of worker's compensation.** The full salary will be paid to any employee who is injured on the job for a period of up to three (3) months immediately following the date of injury, provided the injury was not due to the negligence of that employee. The Town of Davie Risk Manager shall determine whether an employee was negligent and therefore not entitled to their full salary for the first three months. Employees receiving full pay from the Town of Davie when injured are required to return to the Town of Davie any and all benefits they receive from worker's compensation that are in lieu of lost wages.

h. **Conversion of leave.**

Full-time employees who have accumulated at least nine (9) days sick leave to his/her credit will be allowed to convert a maximum of four (4) days sick leave to vacation leave per fiscal year. If the option is made to convert these days to vacation leave, they must be taken within the fiscal year.

Part-time employees who have accumulated sixty (60) hours of sick leave to his/her credit will be allowed to convert twenty (20) hours sick leave to vacation leave once per fiscal year. A balance of forty (40) hours must remain in the employee's sick leave bank. If the option is made to convert these days to vacation leave, they must be taken within the fiscal year.

- i. **Administrative control and procedures.** The following control and procedures shall govern the administration of the sick leave program. An employee desiring sick leave shall comply with the following conditions:
1. The employee shall insure that the immediate supervisor is notified within the first half hour of the working day; or
 2. If at work, the employee shall report to the immediate supervisor to record the date and time of departure on the sick leave authorization form.
 3. Sick leave with pay in excess of three (3) consecutive working days for reasons of personal illness or physical incapacity may, at the Town of Davie's sole discretion, require the presentation of a written statement by a licensed physician certifying that the employee is unable to return to work. Failure to present said certification, if requested, will result in the employee being charged with leave without pay. A physician's certificate may also be necessary for sick leave beyond three (3) days when the use of sick leave is for the illness of a member of the immediate family (spouse, child).
 4. Upon return to work, the employee will complete the prescribed leave form and return it to the immediate supervisor with a doctor's certificate, if applicable, for Department Director approval and appropriate processing through the department timekeeper and finance department. During an employee's absence, the immediate supervisor or other designated department official shall be diligent as to the welfare of the employee, periodically inquiring of the employee's well-being and progress.
 5. The anniversary and performance review date of an employee whose leave of absence exceeds three (3) months will be adjusted accordingly.
- j. **Sick leave abuse.** Sick leave is a benefit, not an entitlement, and is to be paid only during illness, accident or death in the immediate family, and is not to be used as leave for other reasons. In response to frequent or substantial sick leave uses or employees who develop a pattern of sick leave, or in cases of suspected sick leave abuse, an employee may be required to provide doctor certification following absences of less than three (3) days or undergo a physical examination by a physician designated by the Town of Davie to determine whether the employee continues to be fit for duty. Employees found to be abusing sick leave may be disciplined up to and including dismissal.
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