

SECTION 5.05 SICK LEAVE

- A. ~~All regular full-time employees are eligible for sick leave for personal or family illness, or for a qualified Family Medical Leave event. Sick leave accumulates at the rate of one day per full calendar month of employment (maximum of 12 days per year) up to a total cumulative maximum of 150 days in the leave account. Part-time employees are not entitled to sick leave under any circumstances except for regular part-time professional librarians.~~ **Paid Sick Leave:** All Regular Full-Time employees, and, on a prorated basis, all Regular Part-Time employees and “Other Part-Time” employees, as defined in Handbook Section 2.01, are eligible to earn sick leave to use for personal or immediate family illness, or a qualified Family Medical Leave event. For Regular Full-Time employees, sick leave accumulates at the rate of one day per full calendar month of employment (maximum of 12 days per year) up to a total cumulative maximum of 150 days in the leave account, except as described in Section 5.05.E. Regular Part-Time employees and “Other Part-Time” employees, as defined in Handbook Section 2.01.B. and C., accumulate sick leave on a prorated basis, calculated based on the number of hours compensated in a 12-month period divided by 2,080. All other types of part-time employees, as defined in Handbook Section 2.01, are not entitled to sick leave under any other circumstances.
- B. Usage: Employees shall make every reasonable effort to schedule medical appointments at the least disruptive time in accordance with departmental needs, so as not to conflict with the work schedule of the day. Those employees utilizing their sick leave due to personal illness must notify their department no later than 30 minutes after the start of business in the morning or afternoon. If sick leave becomes exhausted due to severe illness, injury, or other physical incapacity, the employee shall charge further absenteeism to compensation time, casual days or vacation, before using leave without pay.
- C. Notification: Employees who are absent due to illness for more than three consecutive working days are required to furnish a certificate of illness signed by a licensed physician upon request, and a release to return to work signed by a licensed physician in some cases before they can return to work. Additionally, at the discretion of the Department Head, the employee may be required to submit a physician’s certificate to confirm that an employee was ill and is eligible for sick pay for leave taken immediately before or after a holiday, weekend, or vacation for periods of fewer than three days. If such a certificate is not forthcoming, any pay granted for such leave may be deducted from the next paycheck.

At the discretion of the Executive Director, any employee who fails to call supervision within one hour after the start of his or the employee’s work shift to inform supervision

that they will be late for work, may not be allowed to work for the rest of the day, and may be subject to an additional one day unpaid suspension.

D. Eligibility: Eligibility to use sick leave shall begin ~~after the completion of six months of actual service following hire, but accumulations shall be retroactive to the time of regular employment~~ once sick leave has accrued after the start of eligible employment.

E. Sick Leave Banks: Employees hired on or after January 1, 2016 may accumulate up to 30 days of sick leave in an ordinary sick leave bank, and up to 150 days of sick leave in an extended sick leave bank.

F. Severance Benefit: Upon death, retirement on pension, or total disability, the employee or survivor shall be paid a sum equal to 50 percent of the regular daily wage of the first 140 days of accumulated sick days, **subject to the following limits:**

The payment for those employees retiring between January 1, 2025, and December 31, 2025, shall be no more than \$5,000.

The payment for those employees retiring between January 1, 2026, and December 31, 2026, shall be no more than \$2,500.

There shall be no sick leave severance payment for those employees retiring on or after January 1, 2027.

Notwithstanding anything else contained herein, no person hired on or after January 1, 2021, shall be entitled to any payment for accrued, but unused, sick leave.

Employees who resign may not use sick leave after submitting their resignation notice except if on a Family Medical Leave or in cases of disability.

G. Donating Sick Leave: Employees may not donate sick leave days to another employee of the library who is absent due to a severe illness, injury, or other physical incapacity, and who has exhausted their accumulated sick days, vacation days, holidays, and compensatory time.

H. Abuse of Sick Leave: Abuse of sick leave shall result in disciplinary action, including discharge in the event of continued abuse.

SECTION 5.055 SHORT TERM DISABILITY

All full-time, non-represented employees working at least 30 hours per week will be automatically enrolled in a short-term disability insurance policy to financially assist employees who are out of work for a continuous, extended period of time due to the employee's own non-work related injury or illness. This benefit will become available to non-represented employees on February 1, 2022, and will continue thereafter subject to the approval of the common council. For eligible employees hired after said dates, such insurance shall become

effective on the first day of the calendar month following the date of hire. In order to be eligible for this benefit, full-time, non-represented employees must meet all the criteria set forth by the short-term disability insurance provider. Short-term disability benefits may be payable for a limited number of weeks, for a set percentage of an employee's income, and capped at a maximum weekly amount. Additional details about this benefit are set forth in the Certificate of Coverage document available from the Human Resources Department. Employees are not eligible to receive short-term disability benefits if they are receiving worker's compensation benefits.