

**TOWN OF TISBURY
PERSONNEL BOARD/PERSONNEL DIRECTOR**

SICK LEAVE POLICY

NOTIFICATION AND USE

Employees who are going to be absent due to sickness or injury shall report their absence to the Department Head or his or her designee as much in advance of or as soon after the start of their shift as possible. An employee may not be eligible for sick leave unless this procedure is followed. Notification should include the general nature of the illness or injury, length of anticipated absence and expected date of return. An employee should notify the Department head each day he or she is out of work due to illness or injury unless other arrangements have been confirmed with the Department Head.

Sick leave shall be granted to an employee only when the employee is incapacitated from the performance of duties by personal sickness including illness caused by pregnancy, injury or quarantine by public health authorities. Injury, illness, or disability, self-imposed or resulting from the use of alcohol or drugs may not be considered proper claim for leave under this section except in the case of an employee under the care of a physician or participating in a recognized treatment or rehabilitation program.

ACCRUAL OF SICK DAYS

Accrual of sick leave for employees who have successfully completed the required probationary period; exempt employees shall accrue at a rate of fourteen (14) days per annum. Full-time non-exempt employees shall accrue at a rate as specified in the Collective Bargaining Agreement in effect. Employees working less than 20 hours per week shall receive sick leave based on their average work week on a pro-rated basis. No accrual will be recorded for a portion of a month worked by any employee.

An employee shall be credited with the unused portion of sick leave granted under this section up to a maximum of ninety-six (96) days. This maximum shall be reduced to sixty-five (65) days if and when the Town provides long-term disability as a paid benefit. Any employee who may have accrued more than sixty-five (65) sick days at the time such insurance is implemented will not forfeit those sick days (up to the maximum of ninety-six (96) days).

VACATION LEAVE FOR SICK LEAVE

At the discretion of the Personnel Director, an employee's absence on account of illness or injury in excess of accrued sick leave may be charged to vacation leave. Sick leave is intended for leave due to illness.

WORKERS COMPENSATION

In the event and employee is incapacitated as the result of an injury or illness arising out of and in connection with his/her employment with the Town and for which worker's compensation is payable,

she/he may first use accumulated sick leave time and then any other accrued leave time to supplement the difference between worker's compensation payments and the regular straight time rate of pay.

CERTIFICATION OF ILLNESS

An employee may be required to submit satisfactory proof of illness such as a physician's certificate as to the nature of the sickness or injury when absent for three (3) or more consecutive days or after a series of repeated absences. An employee may also be required to provide a physician's certificate regarding his or her fitness to return to duty before the employee returns to work. The Town can require an employee out sick or injured to be examined at Town expense by a physician designated by the Town.

If a pattern of sick leave abuse or excessive improper use of sick leave exists, of which the employee has been warned in writing, the Town may take the appropriate disciplinary action including, but not limited to suspension or discharge.

ILLNESS IN IMMEDIATE FAMILY

The Department Head or appointing authority may allow paid time off not to exceed three (3) days in case of serious illness in the immediate family of the employee which requires the personal presence of such employee. The three (3) days need not be consecutive calendar days; they are charged to sick leave; are allowed on an annual basis; and may not be accumulated if not used. "Immediate family" for the purpose of this section shall, except in unusual circumstances, include husband, wife, domestic partner, children, step-children, parent, brothers or sisters. The Department Head may allow additional sick leave days to be used in regards to sick dependent children if there is not a pattern of abuse and they have an adequate number of days accumulated. This provision shall not in any way infringe upon an employee's rights under the Family and Medical Leave Act or other applicable law.

SICK LEAVE REGISTER

The Town Accountant's Office shall maintain an adequate register of all employees' accrued and granted sick leave. The Accounting office shall issue quarterly reports to department heads on the status of sick leave for each of the department's employees.

SICK LEAVE BUY BACK

There will be no sick leave buy back for employees, who have been terminated by the Town for any reason.

If an employee retires from the Town's employ under the Dukes County Retirement System, his or her sick leave buy back shall be 50%.

Upon termination under honorable circumstances with less than ten (10) years of service, employees shall be paid for twenty five percent (25%) of their accumulated sick leave. Employees with ten (10) or

more years of service shall be paid fifty percent (50%) of their accumulated sick leave. In case of death, said payment shall be made to the employee's estate at the above stated rates. An employee who reaches the maximum number of accrued sick days and who has used no more than two (2) sick days in twelve (12) months ending June 30th of each year shall receive one (1) bonus day off with pay in the following twelve (12) months.

Any employee with a question regarding this Policy should contact the Personnel Director.

This Policy replaces 11.0 (excluding 11.12- See Sick Bank leave policy) in the Personnel Manual.

The Personnel Board adopted this policy on July 19, 2018.



William McConnell

7/19/18

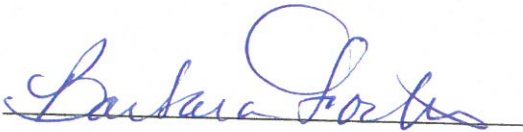
Date



Jack Rollins

07/19/2018

Date



Barbara Fortes

7/19/18

Date