

## **Mercer Island**

### **Sick Leave**

The purpose of sick leave is to give employees financial protection for time lost from work due to an illness or an accident. Unless otherwise specified in a collective bargaining agreement or by state law, sick leave accrues at the rate of one day (8 hours) for each full month of City service. Upon initial employment an employee will earn prorated sick leave as follows:

Date of hire between the:

- 1st and 10th = 1 day (8 hours)
- 10th and 20th = 1/2 day (4 hours)
- after the 20th = no sick leave

The following month, sick leave is accrued at the regular rate of 8 hours for each full month of service.

Sick leave may be accrued to a maximum of 90 days (720 hours) unless otherwise provided in a collective bargaining agreement. Employees on a paid leave of absence will continue to accrue sick leave. Employees who are on unpaid leave will not accrue sick leave.

Regular part-time employees who work at least 8 hours per week earn sick leave on a prorated basis. Temporary and seasonal employees do not earn sick leave.

It is each employee's responsibility to promptly notify his or her supervisor or team leader when an illness prevents work attendance. Failure to notify your supervisor in a timely fashion may result in denial of sick leave pay. The City Manager or Department Director may require a doctor's statement to support the use of any amount of sick leave from any employee.

Accrued sick leave may also be used by an employee to care for members of his or her immediate family living within the employee's household who have a health condition that requires treatment or supervision by the employee. However, under unusual circumstances, the City Manager may construe this definition more broadly to include members of the immediate family who do not live within the employee's immediate household. See the section on Family Friendly Leaves for more information.

No payment for accrued sick leave will be made upon termination of employment. Provisions regarding sick leave are subject to change by the City Manager