

Section 3. Extended Leave Banks.

- A) **Use.** Employees will be provided with extended leave banks to address their own personal health care needs or the health care needs of a spouse or an immediate family member who resides primarily with and is primarily dependent on the employee for care and support. Up to five days of the annual granted 10 days of extended leave may be used each calendar year for any illness-related absence. An employee may access any additional extended leave after using other available paid leave for three days. Extended leave may be used for the fourth day and any subsequent consecutive days for absences of four or more consecutive days. Extended leave may be used for absences which qualify as federal and/or state Family and Medical Leave Act protection. All use of extended leave is subject to verification and the City reserves the right to request a doctor's slip for any extended leave request. To facilitate the usage and tracking of this leave in our payroll processing system, the five days will be placed into a separate bank at the beginning of the calendar year. Any of the five days of leave available for sick leave purposes that are unused will be moved into the employee's Extended Leave Bank at the end of each calendar year for use as described above or under qualified FMLA.

Beginning on July 1, 2020, employees will be allowed to use three days of extended leave for any illness-related absence for the remainder of 2020.

- B) **Extended Leave Bank Accrual.** Employees will be granted 10 days of extended leave per calendar year. Employees hired after January 1 will be granted extended leave on a pro-rata basis the first year of employment. Unused extended leave will be placed in a "bank" which will be available to the employee for future use, until such time as the "bank" has a maximum accumulated total of 10 weeks of paid time off (e.g. 400 hours for full-time, 40 hour per week employees). There will be no accrual of extended leave in this bank beyond 10 weeks of leave. Unused extended leave in this bank will be cancelled upon termination (e.g. resignation, retirement, layoff, death, dismissal) and no payment will be made.
- C) **Old Sick Leave Bank** Employees who have an accrued sick leave balance will have that balance placed in a separate account for future use and/or payout upon layoff, retirement or death. The balance in this account may not exceed 960 hours. This accrued sick leave may be paid out in whole or in part at any time prior to layoff, retirement or death at the sole discretion of the Common Council. There will be **no future accrual** added to this sick leave balance. Said sick leave may be used for the employee's own personal health care needs or the health care needs of a spouse or an immediate family member who resides with and is dependent on the employee for care and support. Management reserves the right to verify the use of sick leave. Employees leaving employment of the City either by choice or dismissal, shall have this sick leave balance cancelled and no payment will be made. The remaining sick leave balance will only be paid out to the employee upon layoff, retirement (upon

reaching qualified age as dictated by WRS) with 120 days advance notice to the employee's direct supervisor, or death. Any payout balance over \$5,000 will be placed into either a medical reimbursement account or a special pay account. A third party representative will contact you to determine which option is selected. Sick leave credits are to be computed by dividing the annual wage or salary by 255 days in order to arrive at the daily wage or salary rate when the employee entered the employee policy manual coverage.