

*Personnel  
3-21-16*

*16-0243*

**RESOLUTION**

**REVISION TO EMPLOYEE POLICY MANUAL-  
SHORT TERM DISABILITY BENEFIT**

**WHEREAS**, the City of Manitowoc’s Employee Policy Manual provides continuity and consistency in the operations and the administration of benefits and working conditions for all employees of the City of Manitowoc, and;

**WHEREAS**, the City of Manitowoc has approved the implementation of a voluntary short term disability plan for employees to supplement their salary in the event they are unable to work for a period of up to 11 weeks; and

**WHEREAS**, at a meeting held on Monday, March 14<sup>th</sup>, 2016, the Personnel Committee recommended approval of the attached revisions to the Employee Policy Manual.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and Common Council of the City of Manitowoc to approve the attached revisions to the Employee Policy Manual, effective upon passage of this resolution.

INTRODUCED           **MAR 21 2016**           \_\_\_\_\_

ADOPTED \_\_\_\_\_

APPROVED \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

- Fiscal Impact:** n/a
- Funding Source:** n/a
- Finance Director Approval:** /sc
- Approved as to form:** /kmm

## Section 6. Family Medical and Military Leave.

### WISCONSIN FMLA

Any employee who has worked for more than 52 weeks and a minimum of 1,000 hours is eligible for unpaid leave under Wisconsin's Family and Medical Leave Act (§103.10, Wis. Stats.). However, the employee may, but is not required to, substitute definite and quantifiable paid leave benefits for unpaid leaves under the state law (e.g., paid vacation). Employees who have elected Short-Term Disability Insurance will be covered while on Wisconsin FMLA. The use of such leave will only be allowed in accordance with the applicable collective bargaining agreement in place, or the Employee Policy Manual when there is no collective bargaining agreement which addresses the issue.

### FEDERAL FMLA

Any employee who has worked for more than 12 months and a minimum of 1,250 hours is eligible for unpaid leave under the Federal Family and Medical Leave Act of 1993. An employee will be required to substitute definite and certain allowable paid leave benefits for unpaid leave. However, if an employee has elected Short-Term Disability Insurance, they will not be required to substitute paid leave while covered under Short-Term Disability. The use of such leave will only be allowed in accordance with the applicable collective bargaining agreement in place, or the Employee Policy Manual when there is no collective bargaining agreement which addresses the issue.

## ARTICLE X

### UNPAID LEAVE

Requests for unpaid leaves of absence for up to seven calendar days, for justifiable and necessary medical or personal reasons may be granted at the discretion of the Department Head. Requests for unpaid leaves of absence greater than seven calendar days must be submitted to the Personnel Committee for approval. Unpaid leave of absence will not exceed 30 calendar days without re-approval by the Personnel Committee. If at any point in time the employee is not expected to qualify for the duties of the position within a reasonable period of time, employment will be terminated. Unpaid leaves of absence granted for more than seven calendar days will cause the proration of benefits with credit for hours worked, if applicable, during such leave. All available leave must be exhausted before the use of unpaid leave. However, if an employee has elected Short-Term Disability Insurance, they will not be required to exhaust paid leave while covered under Short-Term Disability.