

- 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, registered domestic partner 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. 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.

**Section 4. Bereavement.** In the event of the death of a member of an employee's immediate family, the employee will be granted up to three days of leave without loss of pay, if scheduled to work, to make necessary funeral arrangements and attend the funeral. Immediate family includes spouse, registered domestic partner, child, step-child, parent, step-parent, parent-in-law, sister, brother, sister/brother-in-law, step-sister/brother, grandparent and grandchild.

Note: A spouse's sibling's spouse is not included and a spouse's grandparent is not included.

**Section 5. Jury Duty.** Jury duty leave will be granted to those employees who have been summoned and are required to report to jury duty. Employees must give as much advance notice as possible of their intended absence for jury duty. When an employee is not attending jury duty during the workday, he/she must report to work. Employees will be compensated their regular wages for each day of jury duty served, up to a maximum of 30 calendar days per year, when scheduled to work, provided the employee remits proper verification from the bailiff and compensation received for such duty (exclusive of travel pay or actual expenses) within three days of receipt thereof. Requests for Jury Duty leave in excess of 30 calendar days may be granted by the Personnel Committee.

#### **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.