

From City of Manitowoc Employee Policy Manual (pg. 10)...

Section 3. Sick Leave Reserve Banks.

- A) Use. Employees will be provided with reserve sick leave banks to address their 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. One day of sick leave may be used for absences which exceed three consecutive work days in duration. Sick leave may be used for absences which qualify as federal and/or state Family and Medical Leave Act protection. All use of sick leave is subject to verification.

- B) Reserve Bank Accrual. Employees will be granted 10 days of sick leave per calendar year. Employees hired after January 1 will be granted sick leave on a pro-rata basis the first year of employment. Unused sick 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 sick leave in this bank beyond 10 weeks of leave. Unused sick leave in this bank will be cancelled upon termination (e.g. resignation, retirement, layoff, death, dismissal) and no payment will be made.