

ORDINANCE NO. 2015- _____

**AN ORDINANCE OF THE CITY OF SOUTH SALT LAKE CITY COUNCIL
AMENDING AND UPDATING THE SOUTH SALT LAKE MUNICIPAL CODE
TITLE 2 REGARDING SICK LEAVE**

Whereas, the city council of the City of South Salt Lake in June 2014 adopted a municipal budget which removed the prior years' funding to cash out employee excess, unused sick leave;

Whereas, the mayor informed employees and the city council she would seek to identify available funds during the fiscal year to possibly fund the purchase of excess, unused sick leave;

Whereas, the mayor has now identified current year funds to support the purchase of excess, unused sick leave;

Whereas, the mayor will request the city council amend the budget to fund a current year purchase of excess, unused sick leave;

Whereas, the mayor requests that the city council make the annual purchase of sick leave a discretionary action rather than a mandatory action by the city;

Whereas, the city attorney has advised a change to the varying percentages of sick leave pay out to a single percentage of pay;

Whereas, the mayor recommended to the city council that the City change its sick leave benefit; and

Whereas, the city council intends to modify the City's sick leave benefit as recommended by the city attorney and by the mayor.

Now, therefore, be it resolved, by the City Council of South Salt Lake that Municipal Code Title 2 be amended as set forth in the attachment.

APPROVED AND ADOPTED by the City Council of South Salt Lake, South Salt Lake, Utah, on this 11th day of March, 2015.

(signatures appear on next page)

DATED this ____ day of March, 2015.

BY THE CITY COUNCIL:

Irvin H. Jones, Jr., Council Chair

ATTEST:

Craig D. Burton, City Recorder

City Council Vote as Recorded:

Beverly	_____
Gold	_____
Jones	_____
Rapp	_____
Rutter	_____
Snow	_____
Turner	_____

Transmitted to the Mayor's office on this ____ day of March, 2015.

Craig D. Burton, City Recorder

MAYOR'S ACTION: _____

Dated this ____ day of March, 2015.

Cherie Wood, Mayor

ATTEST:

Craig D. Burton, City Recorder

2.60.080 - Leaves of absence.

D. Sick Leave.

1. Purpose. Sick leave shall not be considered as a privilege which employees may use at their discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, employee's children, employee's parents or spouse's parents, or a family member residing with the employee.
2. Use of Sick Leave. Sick leave may be used at any time with approval of the department head, or designee, for any of the following reasons:
 - a. When employees are unable to perform their regular duties or other temporary work because of sickness or injury to which they may be assigned.
 - b. Visits to hospitals, clinics, doctors' and dentists' offices for diagnosis or treatment of illness or injury or examination of the employee's children or parents, or a family member residing with the employee. The minimum time that may be taken for any of these purposes is one hour.
3. Eligibility. Sick leave shall be available to all full-time and part-time employees, including probationary employees. Temporary/seasonal, provisional, and emergency employees are not eligible for sick leave.
4. Accrual. Sick leave is accrued at the rate of eight hours per month or ninety-six (96) hours per year for full-time employees and a pro rata basis for part-time employees. The employee will begin to accrue sick leave immediately upon being hired by the city. Sick leave shall not accrue if an employee is in a leave of absence without pay status. Records will be kept by the department head, or designee.
5. Use. Sick leave shall be charged against employees in not less than a one hour minimum. Advancing unearned sick leave is not allowed.
6. Termination. Upon separation from employment with the city, employees will receive compensation for fifty (50) percent of sick leave balance, not to exceed ninety-six (96) hours.
7. Payments.

- a. In order to qualify for sick leave payments, employees must notify the department head, or designee, no later than one hour after normal starting time on each day of absence unless the circumstances surrounding the absence make such notification impossible. The department head, or designee, should also be kept advised of the employee's progress and expected date of return to duty.
 - b. Any absence for illness beyond accrued sick leave will result in the employee being carried on vacation leave status until all vacation leave has expired, then be carried in a leave-without-pay status.
8. Certification of Illness. For sick leave in excess of five consecutive working days, or if abuse of sick leave is indicated, the department head, or designee, may require a certificate from the attending physician stating that such illness prevented the employee from working.
9. Reporting Absences. Employees will be paid only when the employee (or a member of his or her immediate family if the employee is incapacitated) notifies the department head, supervisor, or designee, within one hour after the employee's scheduled reporting time. Continued reporting for more than a one-time absence will be accomplished as directed by the department head, or designee.
10. Cash-Out. Any unused sick leave may be carried over to the following year up to a maximum of ninety-six (96) hours. Upon recommendation by the mayor and as approved by the city council each year, sick leave in excess of ninety-six (96) hours at the end of the last full pay period in March may be cashed out at forty (40) percent the employee's hourly rate. If recommended and approved, employees will receive a cash out of excess sick leave on or about 15 May.