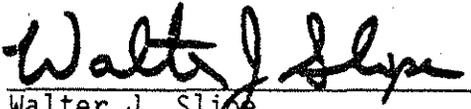


CITY OF SACRAMENTO
PERSONNEL POLICY INSTRUCTIONS

Topic: Sick Leave Use Upon Exhaustion of IOD Time Effective Date: October 26, 1987
To: Department Heads, Division Chiefs Supersedes: New
From: Department of Personnel Section Number: IV-87-8

Approved:


Donna L. Giles
Director of Personnel


Walter J. Slice
City Manager

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Sick Leave Use Upon Exhaustion of IOD Time

1. Purpose and Scope

1.1 To provide policy and procedures for the use of sick leave upon exhaustion of injury-on-duty (IOD) time.

1.2 This policy applies to career employees. It does not apply to non-career employees, because they are not eligible for IOD time under the City Charter.

2. Policy

As provided under Civil Service Board Rule 16.6 (f), an employee may use up to one-third of accrued sick leave hours upon exhausting IOD time. When the employee terminates, all such sick leave hours used shall be deducted from any cash-out amount. (An employee who has worked for the City for two years and who leaves in good standing is paid for one-third of accrued sick leave hours.)

For example, an employee with 300 hours of sick leave uses 80 hours after exhaustion of IOD. The employee then returns to work and has a balance of 220 useable sick leave hours. Subsequently, the employee accrues 300 additional hours and uses 220 hours. The employee then terminates and is entitled to a cash-out of one-third (100) of the remaining 300 hours, since the first in-first out rule of sick leave accrual and useage applies in this policy.

3. Procedure

3.1 The Occupational Health and Safety Division will notify an employee who is about to exhaust IOD time of the option to use sick leave. A copy of the notification will be sent to the employee's department and the Payroll Section.

3.2 The employee's department will relay by memo the employee's decision to the Payroll Section, which will adjust the employee's sick leave balance in accordance with the policy stated above. A copy of the memo will be sent to the Occupational Health and Safety Division.

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