

## **SICK LEAVE**

Full-time employees participating in VRS Plan 1 or Plan 2, certain grant and special project employees, and part-time employees hired on or before December 31, 2013, shall be eligible for annual leave.

- a. Full-time employees participating in the Virginia Retirement System Plan 1 or Plan 2, as well as eligible grant and special project employees shall accumulate sick leave at the rate of eight hours per month with no maximum limit.
- b. Sick leave for part-time employees hired prior to January 1, 2014 shall be accumulated as follows:

<b><u>Scheduled Hours Per Month</u></b>	<b><u>Accrual Rate</u></b>
40 – 79 hours	2 hours
80 – 119 hours	4 hours
120+ hours	6 hours

- c. Compensating schedules of leave will be developed and administered by the Director of Human Resources to recognize special or unusual work schedules required of certain classes of employees.
- d. For those employees who are eligible, sick leave accrual begins on the first day of employment. Employees are entitled to request sick leave with pay as it is accumulated.
- e. The use and payout of sick leave shall be governed by policies established by the City Manager.
- f. All requests for sick leave are subject to prior approval by the employee's supervisor to minimize disruption in the workplace.

Please refer to Administrative Regulations 2.22 (Leave Provisions for Regular Part-Time Employees), 2.42 (Sick Leave Reward Policy), and 2.53 (Annual & Sick Leave Accrual Policy for Full-Time Employees) for additional information.