POLICY

CONVERSION OF UNUSED SICK LEAVE ACCRUED BY IVINS CITY EMPLOYEES PRIOR TO JANUARY 1, 2004 TO EXTENDED SICK LEAVE

This Extended Sick Leave policy is created for the purpose of reimbursing Ivins City employees for extended illnesses as determined by a written doctor's analysis of need and approval by the employee's department head.

Ivins City employees who have unused Sick Leave hours that accrued prior to February 1, 2004 may convert those hours to Extended Sick Leave under the following conditions:

1. Sick Leave hours shall be converted to a dollar amount based upon the hourly rate of each employee at the time the unused sick leave hours were accrued.

2. The dollar amount of the unused sick leave hours shall be capped and reserved for approved Extended Sick Leave.

3. The dollar amount capped and reserved for the employee ~~may~~ shall be used by employees approved for Extended Sick Leave at the hourly rate earned by the employee at the time the Extended Sick Leave is used.

4. Extended Sick Leave ~~may~~ shall be used in blocks of 40 hour increments.

5. Extended Sick Leave ~~may~~ shall only be used after all regular Sick Leave accrued under the Sick Leave policy adopted 12/18/03 has been exhausted.

6. Extended Sick Leave may not be used with Workers Comp or Long Term Disability.

7. Holidays falling on a regular working day during Extended Sick Leave are not credited as holidays and are charged as Extended Sick Leave.

8. While an employee is on Extended Sick Leave, their retirement benefits continue to accrue and insurance benefits remain in force.

Date approved by Ivins City Council 2/5/2004