

ORDINANCE NO. 108

AN ORDINANCE AMENDING TITLE 2, SECTION 2.48.070, PART 8 OF THE PERSONNEL RULES AND REGULATIONS ORDINANCE KNOWN AS SICK LEAVE: AND AMENDING SECTION 2.48.070, PART 7, MAXIMUM ACCUMULATION OF LEAVE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BETHEL:

That Section 2.48.070, Part 8 of the Bethel Code of Ordinances is amended to read as follows:

Sick Leave. Full-time employees shall accrue sick leave at the rate of one (1) day for each month of service. Sick leave is to be used when an employee is actually ill or incapacitated for work or for medical or dental appointments.

Employees are required to notify their Department Head when they are unable to work because of illness or a medical or dental appointment and are required to submit an Authorization for Leave form for review and approval to their Department Head, if due to illness, on the first working day after they return to work. All other requests for sick leave are to be reviewed and approved by an employees Department Head prior to such employee taking sick leave. When an employee's absence is for more than two (2) working days, he shall be required to provide a certificate from his physician indicating the reason for the employee's absence. However, in the event the employee has established a pattern of sick leave abuse, a Department Head may require an employee to take leave without pay or use other disciplinary action described herein when a pattern of sick leave abuse is determined.

Sick Leave can be accumulated and carried over from year to year until a maximum accumulation of sixty (60) days. Upon five or more years of employment with the City an employee shall be paid all accumulated sick leave up to a maximum of sixty (60) days, at their regular rate of pay when the employee is terminated.

That Section 2.48.070, Part 7 F. of the Bethel Code of Ordinances is amended to read as follows:

F. Maximum Accumulation of Leave:

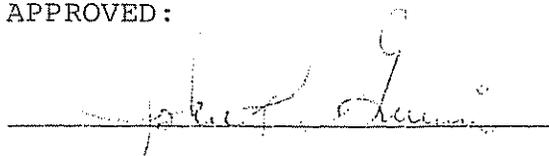
An employees maximum accumulation of annual leave shall be limited to the following:

1. For employees with one (1) year of service with the City: eighteen (18) workdays.
2. For employees with two (2) through five (5) years of service with the City: twenty-two and one-half (22.5) workdays.
3. For employees with five (5) through ten (10) years of service with the City: twenty-seven (27) workdays.
4. For employees with ten (10) through fifteen (15) years of service with the City: thirty-one and one-half (31.5) workdays.
5. For employees with fifteen (15) through twenty (20) years of service with the City: thirty-six (36) workdays.
6. For employees with twenty (20) or more years of service with the City: forty and one-half (40.5) workdays.

All annual leave accumulated as of September 30th of each year in excess of the allowable shall be forfeited.

PASSED THIS 1st DAY OF May, 1978.

APPROVED:



MAYOR

ATTEST:



CITY CLERK