



Personnel Policies

CITY OF WESLACO,
TEXAS

SICK LEAVE

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Paid Sick Leave is time off with pay because of personal, physical, or mental disabilities, medical visits, or the care and supervision of an ill or injured immediate family member as allowed by the Family Medical Leave Act.

A regular, full-time employee earns paid sick leave at the rate of 10 hours per month (15 days per year). When an employee is absent without pay for more than fifteen (15) cumulative calendar days in any one month, paid sick leave credit is not earned for that month.

Upon hiring, an employee is eligible for paid sick leave as it accumulates. Accrual of paid sick leave is based on a normal work month. No additional sick leave can be earned for extra time worked by an employee.

With reasonable advance notice, paid sick leave may be granted for the following reasons only:

- Personal physical or mental disability from performance of duties, due to an illness or injury.
- Visits to a doctor for routine examination or care.
- Medically ordered quarantine or isolation of an employee due to exposure to a contagious disease, such that the employee's presence on the job would jeopardize the health of others
- Temporary personal disability caused by or associated with pregnancy or maternity-related condition for the employee and spouse.
- First seven days after a disabling injury or illness covered under Workers' Compensation Insurance.

Paid sick leave will not be accumulated or disbursed in the following cases:

- For sickness or injuries which are self-inflicted.
- For sickness or injuries occurring while on unpaid leave of absence.
- For sickness or injuries caused by employee's own misconduct, such as horseplay, illegal activity, or fighting
- For sickness or injury incurred while working at any outside employment.

An employee who is receiving disability income benefits under the Texas Workers' Compensation Act may not use his or her accumulated sick leave as differential pay to make up for the loss of wages during the disability period.

Regular, full-time employees will receive pay for official holidays occurring while on paid sick leave without a reduction in their paid sick leave credit.

When a qualifying sickness or injury occurs during a paid vacation leave, the period of incapacity may be charged as paid sick leave, and the charge against vacation leave reduced accordingly. Application for such a substitution should be made within two (2) working days after returning to work and should be supported by medical documentation acceptable to the City.

In order to receive paid sick leave, employees must notify their immediate supervisor of the reason for absence prior to the time the employee is scheduled to report for duty. Failure to do so may result in denial of paid sick leave.

Employees who seek paid sick leave for three or more consecutive days of absence must provide their Department Head with adequate proof of the illness or injury, and if the illness or injury is serious, the Family Medical Leave Act will apply.

A Department Head or designee may also require at any time satisfactory proof of the proper use of paid medical leave and may disallow leave in the absence of such proof.

An employee may be required to submit to a physical examination by a physician of the City's choosing and at the expense of the City in order to assure that the employee is physically and mentally able to return to work.

A temporary, full-time employee whose status is converted to regular, full-time employment may receive paid sick leave credits for such temporary service, if there has been no break in service greater than 30 days.

A regular, full-time employee whose status is changed to temporary or part-time shall not continue to accrue paid sick leave credits. If the employee is subsequently returned to regular, full-time status without a break in service, however, the employee will receive paid sick leave credit for all time worked as a temporary, full-time employee.

An employee under suspension without pay forfeits all claim to paid sick leave for the duration of the suspension and must be returned to active status before paid sick leave credit is restored.

When an employee enters on active military duty, said employee shall retain accrued paid sick leave in employee's account, pending return from military leave. An employee absent for military service exceeding fifteen (15) calendar days, however, accrues no additional sick leave credit during the absence.

Employees hired on or before October 1, 2008 in the event of retirement or if an employee leaves the employment of the City in good standing, they shall receive a lump sum payment in the full amount of his/her salary of accumulated sick leave as per the following table:

Completed Continuous Years of Service	Sick Leave Lump Sum Payment
1-10 years	Up to 240 hours
11-20 years	Up to 480 hours
Over 21 years	Up to 720 hours

Employees hired after October 1, 2008 upon separation of employment, whether voluntarily or involuntarily, forfeits all earned and unused sick leave. In the event of subsequent re-employment, the employee begins accruing paid sick leave in the same manner as other new employees.