



HR – Sick Leave Incentive (Employees Hired prior to 1/1/12)
City of Crystal Lake Administrative Directive

PURPOSE:

For those employees hired prior to January 1, 2012, the City has provided guidelines for a sick leave incentive to compensate employees who infrequently use sick leave. Where sections of this directive conflict with an employee's collective bargaining agreement, the collective bargaining agreement shall govern.

PROCEDURE:

Sick Leave Incentive Program

An employee who uses less than twenty-four (24) hours sick leave in a one-year period between May 1st and April 30th may receive payment for the difference between twenty-four hours and the amount actually used. The number of hours for which payment is received will be subtracted from the employee's accumulated sick leave.

Accumulated sick leave is not payable upon separation, except that employees with over 40 days (320 hours) of sick leave accumulation will receive payment of one-half of the accumulation up to a maximum of 60 days (480 hours) upon separation in good standing. The last month worked shall be credited towards the sick leave accumulation if the employee reported to work at least ten working days during the month. Separation in good standing is defined for this paragraph as retirement (at least age 50 and eligible for retirement benefits under IMRF, Police Pension or Fire Pension), or voluntary resignation with at least a 10-working-day prior written notice to the Department Director. The employee must also return all City property issued to the employee. The payment of accrued sick leave shall also apply to an employee who dies while a full-time employee if the employee has accumulated 40 days (320 hours) of sick leave.

Employees hired after January 1, 2012 are not entitled to any payout of accrued sick leave for any reason.

RESPONSIBILITY:

All City employees shall have the responsibility of familiarizing themselves with this directive and adhering to it. Please note the incentive described in this policy is not applicable to employees hired after January 1, 2012.

Department Directors and supervisors shall have the responsibility to ensure that employees under their supervision fulfill the requirements of this directive. In addition, all supervisors shall assist with the administration of this directive.

Approved By: _____

City Manager

Original Effective Date: 5/1/1997

Revised: 1/1/2012

Next Review: 1/1/2014