

**Oshkosh Public Library**  
**Proposed Personnel Policy Revision**  
**Library Employee Handbook Section 217 – Sick Leave**  
**June 30, 2022**

**REASON FOR REVISION**

The proposed revisions to the sick leave policy are as follows:

- 1) removal of the annual limit on the use of sick leave allotted for spouse and dependent care (sub-section 4);
- 2) addition of the opportunity, when an employee has reached retirement eligibility, to convert accrued sick leave into contributions to a deferred compensation retirement account coordinated by the City of Oshkosh (457 plan). Rather than receiving one lump-sum payout upon retirement, the employee would be able to have 1/3 of his/her sick leave payout placed in the 457 deferred compensation plan for each of the final three years of employment before retiring. The advantages for the employee are the opportunity to have the converted funds invested on their behalf, and the potential reduction in income tax liability from income resulting from a lump-sum payment at time of retirement. The advantage to the Library would be that of spreading out the liability for paying out the benefit over several years. (sub-section 6). This opportunity is offered to most City of Oshkosh employees, and the proposed language is adapted from the City's Employee Handbook.
- 3) removal of the Vacation Incentive (sub-section 7), as it encourages employees who are ill to report for work, which runs against the recommendations of public health guidelines,

**REVISED POLICY**

**217 SICK LEAVE**

Sick leave should be regarded by all employees as valuable, health and welfare insurance which, in the best interest of all employees, should not be used unless needed. Sick leave is not a "right" it is a privilege to be used carefully. Employees requesting sick leave shall do so in accordance with Library policy.

1. Accumulation - All regular employees shall receive sick leave with pay. Regular full-time employees shall accumulate sick leave credits at the rate of eight (8) hours for each month of completed service; regular part-time employees shall accumulate sick leave credits prorated on the FTE percentage of their position compared to a full-time position. New employees will accumulate sick leave credits from the first day of their employment, pro-rated on the percentage of the first month worked and on the FTE percentage as above. New FLSA exempt employees may be advanced a sick leave amount, upon hire. If this benefit is negotiated as a condition of employment, accumulation will not occur until corresponding months of employment have elapsed. Any time used in excess of this accumulation schedule will be deducted from an employee's pay upon termination.

2. Reporting - Absences to be covered by this provision shall be reported to the Department Head or other designated employee prior to the scheduled starting time for work, except in case of emergency.
3. Employee - An employee may apply for sick leave with pay for absences necessitated by injury or illness to the employee. Sick leave may also be used for employee doctor or dental appointments that cannot be scheduled other than during the employee's work day. At least three (3) days notice shall be required to apply for the leave for doctor or dental appointments which are subject to the approval of the supervisor for scheduling, except in the case of an emergency.
4. Spouse/Dependent - Sick leave accumulation may be used for illness, injury, doctor and dental appointments of the employee's spouse, parent, child or grandchild that cannot be scheduled other than during the employee's work day. At least three (3) work days notice shall be required to apply for leave for doctor and dental appointments which is subject to the approval of the employee's supervisor for scheduling, except in the case of an emergency.
5. Doctor Certification - Upon request, or illness/injury absenting an employee for more than three (3) consecutive days, employees shall submit a doctor's certificate for such absence. The certificate must state the kind and nature of sickness or injury and whether the employee has been incapacitated for said period of absence.
6. Unused Accumulation - Unused sick leave credits shall accumulate to a maximum of twelve-hundred (1,200) hours for regular full-time and regular part-time employees.
  - a) Unused accumulated sick leave up to twelve-hundred (1,200) hours shall be paid to employees who retire on an immediate Wisconsin Retirement System annuity, or who die in service, at one-half the employee's pay rate in effect at the time he/she retires or dies.
  - b) Employees planning to retire may choose to have their entire sick leave payout placed into their 457 account prior to retirement (subject to IRS contribution limits and rules, regulations and requirements of the 457 plan). In such case, an employee who has achieved WRS retirement eligibility will be required to place one-third of their accumulated sick leave payout (based on sick leave balance as of date of election up to 600 hours) into their 457 account for no more than three (3) separate years. The sick leave will be paid at employee's pay rate in effect at the time the deposit is made. Once this option is exercised, it shall be irrevocable unless otherwise directed by the Library Director.
7. Overtime Eligibility - Sick leave will not be counted toward the calculation of time worked for overtime purposes.

[Section 217 revised 30 June 2022]

## **MARK-UP OF CURRENT POLICY**

### **217 SICK LEAVE**

Sick leave should be regarded by all employees as valuable, health and welfare insurance which, in the best interest of all employees, should not be used unless needed. Sick leave is not a “right” it is a privilege to be used carefully. Employees requesting sick leave shall do so in accordance with Library policy.

1. Accumulation - All regular employees shall receive sick leave with pay. Regular full-time employees shall accumulate sick leave credits at the rate of eight (8) hours for each month of completed service; regular part-time employees shall accumulate sick leave credits prorated on the FTE percentage of their position compared to a full-time position. New employees will accumulate sick leave credits from the first day of their employment, pro-rated on the percentage of the first month worked and on the FTE percentage as above. New FLSA exempt employees may be advanced a sick leave amount, upon hire. If this benefit is negotiated as a condition of employment, accumulation will not occur until corresponding months of employment have elapsed. Any time used in excess of this accumulation schedule will be deducted from an employee's pay upon termination.
2. Reporting - Absences to be covered by this provision shall be reported to the Department Head or other designated employee prior to the scheduled starting time for work, except in case of emergency.
3. Employee - An employee may apply for sick leave with pay for absences necessitated by injury or illness to the employee. Sick leave may also be used for employee doctor or dental appointments that cannot be scheduled other than during the employee's work day. At least three (3) days notice shall be required to apply for the leave for doctor or dental appointments which are subject to the approval of the supervisor for scheduling, except in the case of an emergency.
4. Spouse/Dependent - ~~Up to forty (40) hours of an employee's sick~~ Sick leave accumulation may be used ~~per year~~ for illness, injury, doctor and dental appointments of the employee's spouse, parent, child or grandchild that cannot be scheduled other than during the employee's work day. At least three (3) work days notice shall be required to apply for leave for doctor and dental appointments which is subject to the approval of the employee's supervisor for scheduling, except in the case of an emergency.  
~~{Section 217(4) revised 26 July 2018}~~
5. Doctor Certification - Upon request, or illness/injury absenting an employee for more than three (3) consecutive days, employees shall submit a doctor's certificate for such absence. The certificate must state the kind and nature of sickness or injury and whether the employee has been incapacitated for said period of absence.
6. Unused Accumulation - Unused sick leave credits shall accumulate to a maximum of

twelve-hundred (1,200) hours for regular full-time and regular part-time employees.

~~Unused accumulated sick leave up to twelve-hundred (1,200) hours shall be paid to employees who die in service or retire on an immediate Wisconsin Retirement System annuity, at one-half the employee's pay rate in effect at the time he/she retires or dies.~~

- c) Unused accumulated sick leave up to twelve-hundred (1,200) hours shall be paid to employees who retire on an immediate Wisconsin Retirement System annuity, or who die in service, at one-half the employee's pay rate in effect at the time he/she retires or dies.
- d) Employees planning to retire may choose to have their entire sick leave payout placed into their 457 account prior to retirement (subject to IRS contribution limits and rules, regulations and requirements of the 457 plan). In such case, an employee who has achieved WRS retirement eligibility will be required to place one-third of their accumulated sick leave payout (based on sick leave balance as of date of election up to 600 hours) into their 457 account for not more than three (3) separate years. The sick leave will be paid at employee's pay rate in effect at the time the deposit is made. Once this option is exercised, it shall be irrevocable unless otherwise directed by the Library Director.

~~7. Vacation Incentive: If an employee uses one day (8 hours) or less of sick leave in a calendar year, the employee's vacation balance will be credited with one day to be used in the subsequent vacation calendar year. This benefit will be pro-rated for regular part-time employees.~~

~~8.~~7. Overtime Eligibility - Sick leave will not be counted toward the calculation of time worked for overtime purposes.

[Section 217 revised 30 June 2022]