

**TOWN OF NORWOOD  
PERSONNEL BOARD**

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**#P-304 – PAID SICK LEAVE POLICY  
NON BARGAINED-FOR EMPLOYEES**

**1. Purpose and Scope**

The purpose of this document is to outline the Town's paid sick leave policy with respect to eligibility, benefits, use and accrual, and to ensure that sick leave benefits are implemented equitably and consistently.

**2. Applicability**

- 2.1 This policy applies to all non bargained-for full and part-time compensated positions excluding elected officials and employees of the School Department. Positions covered by Civil Service Law are subject only to those portions of the policy which are not separately regulated by Civil Service Law.
- 2.2 To the extent permitted by law, individual employment agreements (new, updated or extensions) entered into after the effective date of this policy, with employees whose positions are subject to this policy, must follow all of the provisions of this policy.
- 2.3 This policy is intended to be consistent with any and all applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.

**3. Definitions**

- 3.1 Please consult the Personnel Definitions Document (#D-100) regarding Appointing Authority, Regular Full-time Employee, Regular Part-time Employee, Intermittent Employee, Seasonal Employee, Intern, Volunteer, Temporary Employee and any other applicable terms utilized in this document.
- 3.2 Calendar Year - Calendar Year refers to the normal calendar year of January 1<sup>st</sup> to December 31<sup>st</sup>.
- 3.3 Actively at Work - You are '*Actively at Work*' if you perform your normal duties on a regularly scheduled Town workday.
- 3.4 Creditable Service – the amount of time accrued under this policy based upon being Actively at Work, and as described in this policy. Creditable Service includes:
  - 3.4.a Time while '*Actively at Work*' performing your normal duties on a regular Town workday.
  - 3.4.b Approved Leaves of Absence where an employee is also being paid by the Town through available paid time off (such as vacation, sick, personal and compensatory).

- 3.4.c Approved Military Leave where and as required by law, for the length of the Military Leave.
- 3.4.d Approved Unpaid Leaves of Absence for up to 12 weeks within a rolling year.
- 3.4.e Other approved time off, where the law requires the approved time to be counted. Human Resources will make any such determination based on the applicable statute and/or policy.
- 3.4.f Notwithstanding the above, unless otherwise required by law, an employee may not earn more than 12 weeks of Creditable Service in any one year while on an unpaid leave of absence.

3.5 Date of Separation – The date an employee’s employment ends, for any reason.

3.6 Sick Leave – The term “Sick Leave” as used in this policy shall mean paid time off from work when an employee is prevented from attending to the performance of his/her duties due to illness or non-workplace injury.

#### 4. Eligibility

- 4.1 Intermittent/Seasonal/Temporary Employees, Interns, and Volunteers are not eligible for Sick Leave benefits.
- 4.2 Regular Full-time and Regular Part-time employees budgeted for and regularly scheduled to work at least 20 hours per week, are eligible for Sick Leave benefits.
- 4.3 Part-time employees budgeted for and regularly scheduled to work fewer than 20 hours per week are not eligible for Sick Leave benefits.

#### 5. Policy

- 5.1 It is the policy of the Town of Norwood to grant employees Sick Leave based upon Creditable Service.
- 5.2 In the first 30 days of employment, employees do not earn or accrue Sick Leave.
- 5.3 Eligible employees will begin to accrue Sick Leave on the 1<sup>st</sup> of the month after the employee has completed the 30-day introductory period of employment.
- 5.4 Eligible employees are credited with earned Sick Leave on a monthly basis.
- 5.5 Earning/Accruing Sick Leave
  - 5.5.a Regular, full-time eligible employees ( $\geq 35$  hours/week) shall earn/accrue Sick Leave on the basis of  $1 \frac{1}{4}$  days (1.25 days) per month of Creditable Service.
  - 5.5.b Regular, part-time eligible employees ( $\geq 20$  and  $< 35$  hours /week) shall earn/accrue Sick Leave on a pro-rated basis of  $1 \frac{1}{4}$  days per month of Creditable Service.

EXAMPLE - if an employee regularly works 24 hours per week, then his/her monthly accrual would be  $24 \text{ (hours)} / 5 \text{ (days)} \times 1.25 \text{ (rate)} = 6 \text{ hours per month}$ .

EXAMPLE – if an employee regularly works 30 hours per week, then his/her monthly accrual would be  $30 \text{ (hours)} / (5 \text{ (days)} \times 1.25 \text{ (rate)}) = 7.5 \text{ hours per month}$ .

However, on a day an employee uses Sick Leave, the employee will be charged the actual number of hours used.

5.6 Eligible employees may accrue Sick Leave up to a maximum of 250 days.

Exception: Employees hired prior to May 1, 2005 are grandfathered and are provided an unlimited number of Sick Leave days for accrual purposes only. This grandfathering does not affect the pay-out formula indicated in Section 6.5.c.

5.7 Prior to taking Sick Leave, an employee shall notify the department Head or designee of his/her need for Sick Leave and the reason(s) thereof. Unless otherwise directed by the Department Head, the employee shall give the aforementioned notice for each and every scheduled work period to be missed due to illness or injury.

5.8 In addition to leave for the Employee's own illness or injury, Department Heads may approve Sick Leave use where illness or injury to an Employees spouse or dependent child (including persons for whom the Employee has an *in loco parentis* relationship) prevents the Employee's spouse or dependent child from performing his/her normal duties.

5.9 Sick Leave Increments

5.9.a Employees are generally limited to using Sick Leave in increments of not less than 2 hours.

5.9.b Where Sick Leave is taken concurrently with FMLA leave, Sick Leave can be charged in 1-hour increments.

5.10 Employees eligible for Sick Leave cannot have their Sick Leave paid out "in lieu of" taking their Sick Leave, except as noted in Section 6.6, which deals with payouts upon separation from employment or unless otherwise determined by law to be required.

5.11 In the event of an error or violation of this policy, either intentional or unintentional, Human Resources must be immediately informed. Human Resources will identify and make the proper correction(s). A violation of this policy, whether intentional or unintentional, will not change this policy, nor set a precedent in any future application of this policy.

## 6. Provisions

### 6.1 Doctor's Note Submission

If an employee uses Sick Leave for 3 or more consecutive scheduled work days, the Town reserves the right to require the employee to submit a doctor's note in support of the Sick Leave. The Town may require additional medical documentation consistent with applicable law should the employee request extended leave, medical-related accommodations, or FMLA covered leave.

6.2 Excluding the Library staff, employees may not share, donate or borrow Sick Leave with, to or from another employee.

6.3 Employees shall use the appropriate time code when approved Sick Leave is utilized.

**6.4 Use of Sick Leave While on Otherwise Unpaid Leaves of Absence**

6.4.a Where permitted by law, the Town may require employees to use accrued Sick Leave during an otherwise unpaid leave of absence, where the unpaid leave would be a reason for which Sick Leave could be used.

6.4.b Where not permitted by law, the employee may have the option of using accrued Sick Leave during an otherwise unpaid leave of absence where such absence would be for a reason for which Sick Leave could be used.

**6.5 Sick Leave at Separation from Employment**

6.5.a Payouts for active Town employees due to separation from employment shall utilize document #D-106 - *Pay-out Request*, which is available in the Human Resources Department. Payouts will be paid out as soon as practical.

6.5.b Upon separation, Sick Leave pay is calculated on an employee's regular base salary only and does not include overtime, bonus, supplements, stipends, or any other special forms of compensation, unless otherwise required by law. The exact rate will be determined by the Human Resources Director along with the Department Head or Appointing Authority. The payout will be at the rate of the employee's regular pay in effect as of the date of separation.

6.5.c 25% of any unused/accrued sick leave over 100 days at the time of employee separation will be paid out to the employee up to a maximum of 150 days.

*EXAMPLE - Mary Smith retires with 223 accrued sick leave days in the attendance system. The formula Mary would use is  $223 - 100 = 123$ .  $123 \times 25\% = 30.75$  days, which is the amount of Sick Leave Mary is entitled to receive payment from the Town, upon submission and processing of document #D-106 - *Payout Request*.*

6.5.d The Department Head, Appt. Authority, or HR shall initiate the payment process.

**7. Applicable Laws/Statutes**

This Section intentionally left blank.

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The following document associated with and attached to this policy may change to meet the needs of the Town or new requirements of law. The Personnel Board or Human Resources Director may make the necessary document changes without changing the intent or content of this policy. Please consult the Human Resources Department for the most current version:

- #D-106 - Pay-out Request (Section 6.5)

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**PERSONNEL BOARD**

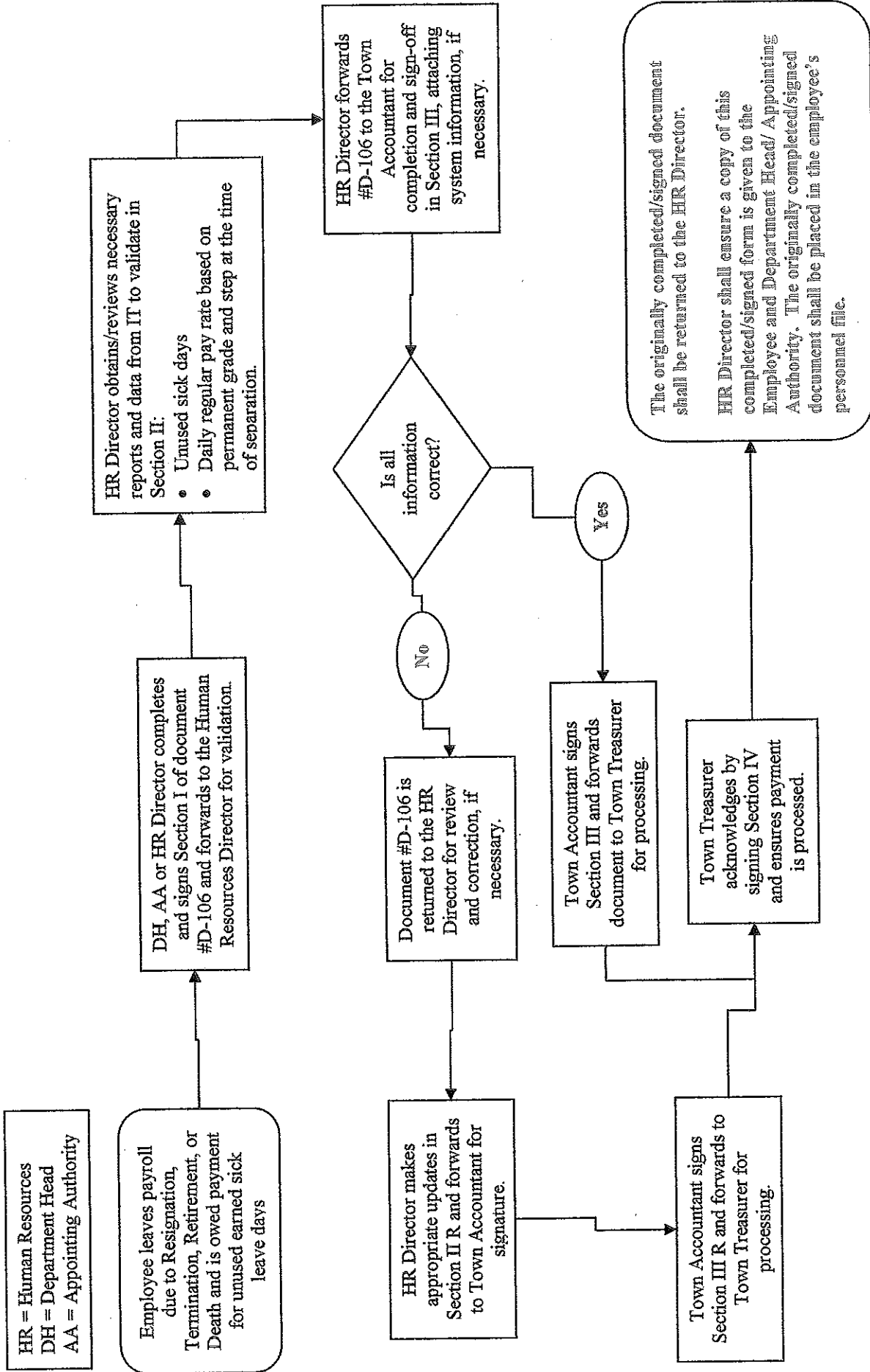
For the Personnel Board:

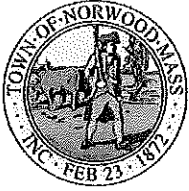
David E. Hajjar

11 / 16 / 2016

David E. Hajjar, chairman  
Paterson Riley, vice-chair  
Willard Krasnow  
John E. Taylor  
Gregg Giambanco

## SICK LEAVE PAY-OUT PROCESS FLOW CHART





**TOWN OF NORWOOD  
PERSONNEL BOARD**

**PERSONNEL POLICY INDEX**

**NB = Non-Bargained For Employees    BF = Bargained For Employees**

**Section A: Employment and Hiring**

	Policy #	Policy Name	Policy Applies To		Originally Adopted On	Last Hearing Date	Last Updated On
			NB	BF			
1	P-101	Hiring	X	X	03/17/2004	10/15/2014	10/15/2014
2	P-102	CORI Employment	X	X	04/15/2009	10/15/2014	10/15/2014
3	P-103	Seasonal/Temporary Employment	X	X	04/25/2012	09/17/2014	01/20/2016
4	P-104	Fair Labor Standards Act (FLSA)	X	X	02/20/2013	02/20/2013	02/20/2013

**Section B: Affirmative Action/Equal Employment Opportunity**

	Policy #	Policy Name	Policy Applies To		Originally Adopted On	Last Hearing Date	Last Updated On
			NB	BF			
5	P-201	Equal Employment Opportunity (EEO )	X	X	03/18/2009	01/21/2015	01/21/2015
6	P-202	Policy Against Harassment	X	X	06/15/2005	10/15/2014	10/15/2014

**Section C: Leave Administration**

	Policy #	Policy Name	Policy Applies To		Originally Adopted On	Last Hearing Date	Last Updated On
			NB	BF			
7	P-301	Family Medical Leave Act (FMLA)	X	X	01/21/2004	11/19/2014	11/19/2014
8	P-302	Vacation Leave	X		10/17/2012	10/15/2014	10/15/2014
9	P-303	Americans with Disabilities Policy	X	X	01/20/2010	11/19/2014	11/19/2014
10	P-304	Paid Sick Leave	X		11/16/2016	11/16/2016	11/16/2016
11	P-305	Military Leave	X	X	05/22/2013	11/19/2014	11/19/2014
12	P-306	Injury Leave of Absence	X	X	<i>To Be Developed</i>		
13	P-307	Bereavement Leave	X	X	03/19/2014	01/15/2014	03/19/2014
14	P-308	Holiday Leave	X	X	02/19/2014	10/16/2013	02/19/2014
15	P-309	Civic Duty Leave	X	X	08/06/2014	10/16/2013	08/06/2014
16	P-310	Personal Leave	X	X	06/25/2014	03/19/2014	06/25/2014
17	P-311	Unpaid Leave	X	X	08/06/2014	10/19/2016	10/19/2016
18	P-312	Domestic Violence Leave	X	X	09/17/2014	09/17/2014	09/17/2014
19	P-313	Parental Leave	X	X	<i>To Be Developed</i>		

**Section D: Personnel Administration**

	Policy #	Policy Name	Policy Applies To		Originally Adopted On	Last Hearing Date	Last Updated On
			NB	BF			
20	P-401	IT Resources and Use	X	X	12/15/2005	12/10/2014	12/10/2014
21	P-402	Personnel Records	X	X	02/25/2004	11/19/2014	11/19/2014
22	P-403	Acting Assignment	X	X	01/19/2005	09/18/2013	10/16/2013

	Policy #	Policy Name	Policy Applies To		Originally Adopted on	Last Hearing Date	Last Updated On
			NB	BF			
23	P-404	Alcohol and Drug	X	X	Pre-2002	11/19/2014	03/04/2015
24	P-405	Vehicle Use	X	X	12/13/2006	12/10/2014	12/10/2014
25	P-406	Professional Conduct	X	X	09/22/2011	10/15/2014	10/15/2014
26	P-407	Workplace Violence Prevention	X	X	07/21/2010	10/15/2014	10/15/2014
27	P-408	Worker's Comp and Safety			<i>To Be Developed</i>		
28	P-409	Workplace Smoke-free	X	X	03/20/2013	03/20/2013	03/20/2013
29	P-410	Social Media	X	X	10/19/2016	10/19/2016	10/19/2016
30	P-411	Accelerated Step Increase	X		03/16/2016	02/17/2016	03/16/2016

**Section E: Benefits Administration**

	Policy #	Policy Name	Policy Applies To		Originally Adopted on	Last Hearing Date	Last Updated On
			NB	BF			
31	P-501	Employee Performance Award	X	X	12/16/2009	12/10/2014	12/10/2014
32	P-502	Employee Recognition Award	X	X	02/20/2013	12/10/2014	12/10/2014
33	P-503	Longevity	X		03/04/2015	12/10/2014	03/04/2015
34	P-504	Travel Reimbursement	X	X	<i>To Be Developed</i>		

*New policies or revised policies are adopted by the Personnel Board only after a public hearing has been held per the Town By-law and the Personnel Board's Policy and Procedures document. Even minor changes require a public hearing to be held prior to adoption.*

*A hearing shall be advertised at least 2 weeks prior to every person or board, however elected, appointed, or constituted, and empowered to employ persons to perform a service for the Town.*

	Policy #	Policy Name	Policy Applies To **				Last Adopted on
			Town-wide	Volunteers	Vendors	License Applicants	
1	BOS-1	Town-wide CORI and Fingerprint		X	X	X	2/23/2016
2	BOS-2	Records Management	X				

\*\*Read the full policy to be aware of the specific positions this policy is potentially applicable to. Policies issued by the BOS are unrelated to personnel matters, but can apply to all departments as part of their management oversight responsibilities.