City of Winder Personnel Policy Manual
Title: Sick Leave (Legacy)
Date Issued: 9/2026
Policy: 065a

Mayor

City Administrator

65a.10 **Purpose**

The purpose of this policy is to ensure that employees who earned sick leave prior to July of 2025 (and still maintain a sick leave balance) can utilize their balance and carry it forward for its intended use. The ability to accrue sick leave ended June 30, 2025.

65a.11 **Use of Sick Leave**

A. An employee is eligible to use available sick leave for the following reasons:

1. Personal illness or physical incapacity resulting from causes beyond the employee's control.

2. Doctor, dentist, or other medical appointments.

3. Care of an immediate family member (spouse, parent, child, grandparent, or grandchild).

4. The City Administrator and/or Human Resources Department may grant the use of accrued sick leave for other related purposes on a case-by-case basis.

B. Sick leave shall be taken on an hour-for-hour basis in accordance with the scheduled work period for which the leave is granted.

C. Notice shall be provided to the immediate supervisor.

65a.12 **Reporting Sick Leave**

A. For unscheduled sick leave, all employees who are to be absent from work must contact their immediate supervisor no later than one (1) hour prior to commencement of that day's work or that shift. This procedure ensures that an adequate number of replacement personnel will be present for duty on the succeeding shift as required.

B. Employees, when scheduling a medical appointment, shall provide adequate notice to their immediate supervisor of a minimum of two (2) days in advance.

C. Failure to report as required herein may be cause for denial of sick leave with pay for the period when a physician's certificate/note is not able to be presented.

65a.13 **Physician Certificate**

Medical certificate/notice may be required by the Human Resources Department to substantiate a request for sick leave for:

A. Any period of absence consisting of three (3) or more consecutive days.

B. Sick leave of any duration if absence from duty recurs frequently or habitually, provided the employee has been notified in writing that a certificate/note will be required.

C. All medical notices or documents shall be sent to the Human Resources Department, who will contact the employee's Department Director, so that proper notice has been received.

65a.14 **Exchange of Sick Leave for PTO**

At the sole discretion of the Mayor and City Administrator, when a sick leave balance falls at or below twenty (20) hours, the City may exchange sick leave for PTO to close out the employee's sick leave balance.

65a.15 **Change in Work Status**

A. When an employee changes permanent status from a fire department employee on a 2,756-hour schedule to an administrative schedule, the City will adjust the amount of sick leave transferred to the new position and vice versa if an employee moves from an administrative position to a 2,756-hour schedule. For any unused accrued balance.

B. An employee, upon separation from the City service, shall not receive payment for accumulated sick leave, unless sick leave is available to be converted into time or compensation in a designated retirement plan. Not all retirement plans may qualify.

C. If an employee terminates with the City of Winder or changes to Part-time status and is rehired at a future date in a Full-time position, they will not be eligible for any forfeited sick leave.