

*City of St. Louis Department of Personnel Administrative
Regulation NO. 115*

SICK LEAVE POLICY

Effective: July 18, 2010

I. PURPOSE

All employees will cease accruing sick leave as of July 18, 2010 and sick leave balances (if any) are frozen.

II. POLICY

An employee may choose, but may not be required, to use his/her sick leave in accordance with procedures established in Administrative Regulation #116 Medical Leave. If an employee chooses to use sick leave from the frozen balance, the balance will be reduced and cannot be replenished.

An employee who is reemployed from an authorized layoff shall have his/her prior sick leave balance restored (if any), provided this balance has not been used in the determination of pension benefits paid to a retiree.

III. RETIREMENT

An employee who leaves the payroll and immediately retires in accordance with the Employees Retirement System or the Firemen's Retirement System of the City of Louis shall have their sick leave balance (if any) used in the calculation of pension benefits as defined in these systems and receive a 50% payment of the sick leave balance.

IV. RECORDS

Complete records indicating the amount of sick leave available and sick leave granted under this regulation must be maintained in each department for every employee. These records are to be used to record and report all sick leave in the manner established by the Director of Personnel.

Department of Personnel

Richard R. Frank

Director