

Subdivision IX. Catastrophic Sick and Vacation Leave Policy

Sec. 82-520. Policy

This policy is adopted by the Dallas County Commissioners Court pursuant to the authority in Subchapter E, Section 157.071 *et. al.* of the Texas Local Government Code, to provide for a sick and vacation leave pool. This policy will enable County employees to voluntarily donate accrued sick and vacation leave to a pool for the use of and to help alleviate the financial hardship caused to an employee if the employee's or the employee's "eligible family member's" catastrophic illness or injury forces the employee to exhaust all paid leave time earned and subsequently lose compensation from the County. This policy is not intended to and does not provide for paid leave after the exhaustion of the employee's FMLA or Leave of Absence; rather, all sick pool leave must run concurrent with either approved unpaid FMLA or an unpaid Leave of Absence.

This policy does not supersede nor replace other disability or retirement programs or policies. The availability of a catastrophic sick and vacation pool will not delay or prevent the County from taking adverse or disciplinary action against an employee when such action is warranted. No inducement, discipline, promise or threat of inducement or discipline shall be used to encourage or discourage participation.

Sec. 82-521. Definitions

- (a) Administrator -- the Dallas County Director of Human Resources or his/her designee OR the person(s)/panel designated by Commissioners Court to administer this policy.
- (b) Catastrophic Illness or Injury – A catastrophic illness or injury is a serious debilitating illness, injury, impairment, or physical or mental condition that is:
 - (1) terminal, life-threatening, and/or very severe; and
 - (2) present for a minimum of thirty consecutive calendar days; and
 - (3) forces the employee to exhaust all of his/her accrued leave; and
 - (4) involves:
 - a. A period of illness or injury or treatment connected with inpatient care (e.g. overnight stay) in a hospital, hospice, or residential medical care facility for ten or more consecutive days; or
 - b. A period of illness or injury requiring absence from work of ten or more consecutive work days, and that also involves continuing treatment by (or under the supervision of) a licensed physician; or
 - c. A period of illness or injury that is long-term due to a condition for which treatment may be ineffective (e.g., stroke, cancer, terminal disease, etc.) and requires absence from work for ten or more consecutive work days; or
 - d. An absence of at least ten consecutive work days to receive multiple treatments (including any period of recovery there from) either for restorative surgery after an accident or other injury, or for a chronic condition, e.g., cancer or kidney disease.

- (5) Examples of catastrophic illness/injuries generally considered include, but are not limited to: cancer, AIDS, myocardial infarction, stroke, chronic obstructive pulmonary disease, chronic liver disease and cirrhosis, chronic kidney disease and other major illnesses and injuries as determined by a licensed physician, including physical and/or mental health condition or been exposed to contagious disease that may jeopardize other employees by continuing to work.
- (c) Catastrophic Sick and Vacation Pool – is the combined sick and vacation leave donated by employees for allocation to eligible employees/recipients based on a catastrophic illness or injury.
- (d) Donor -- an employee who voluntarily provides a written request for transfer of his/her sick or vacation leave to the pool.
- (e) Dependent – an eligible family member as outlined under Section 82-605(c) of the Dallas County Code, as defined under the Family Medical Leave Act.
- (f) Eligible Employee/Recipient – a non-elected district, county, or precinct full-time employee paid from the general fund of the County or from special funds or grants paid through the County with twelve (12) or more months of continuous service with Dallas County and by virtue of their employment status, earns sick and/or vacation leave and whom the Administrator (or Commissioners Court) has approved to receive sick leave from the pool.
- (g) Licensed Physician -- A medical doctor (MD) or a doctor of osteopathy (DO) who is authorized to practice in the United States, licensed in the State of Texas, and who is performing within the scope of his or her practice as defined under applicable law.
- (h) One Day of Leave -- is eight (8) hours of accrued sick or accrued vacation leave earned by the employee.
- (i) Open Enrollment Period -- The open enrollment period for the Sick Leave Pool will be on a semi-annual basis. Contributions can be made in October and April.

Sec. 82-522. Procedures

(a) Administrator

- (1) The Administrator processes Catastrophic Sick and Vacation Pool contributions that are received during the open enrollment periods. For employees who are terminating, resigning, and retiring, and wish to donate sick and/or vacation leave, the employee must submit the catastrophic leave pool donation form to the Payroll Division prior to the effective date of termination, resignation, or retirement. The department must submit the notice of separation form prior to the effective date of termination, resignation, or retirement. Employees not terminating, resigning or retiring will only be able to join and contribute to the Catastrophic Sick and Vacation Pool during the open enrollment periods in October and April of each fiscal year.

- (2) Upon receipt of a request for leave from the Catastrophic Sick and Vacation Pool (“Catastrophic Leave”), the administrator reviews each request on an individual basis, including the physician’s certification form to determine whether or not the condition is catastrophic based on the definition defined by this policy.
- (3) The administrator may require the employee to provide additional information or documentation and/or may consult with a medical expert such as the Employee Health Center Physician to determine whether the condition is severe enough to be considered catastrophic for the employee to qualify for leave from the catastrophic leave pool.
- (4) If the Administrator is uncertain whether a particular employee is eligible for an award of Catastrophic Leave, the Administrator may request the Dallas County Employee Health Center Physician determine in conjunction with the treating physician if the illness or injury is considered catastrophic. If considered catastrophic, the Administrator will award the leave based on policy.
- (5) The administrator approves or denies the request for the use of catastrophic leave from the pool. Once it has been confirmed that the leave is catastrophic, the Administrator in conjunction with the Payroll Division determines the amount of leave to be granted, which will be in pay period increments. The leave being granted starts the beginning of the pay period after leave has been approved.
- (6) The administrator shall send written notice of the approval or denial of the request, via memo or email, to the employee, the Elected Official/Department Head (if applicable), and the Payroll Division of the County Auditor’s Office. If catastrophic leave is approved, the notice should include the amount of sick pool leave approved.
- (7) If the employee is not eligible to contribute to the Catastrophic Sick and Vacation Pool, the Administrator will send a notice to the employee with an explanation of the eligibility criterion and the reason the proposed contribution does not meet the criterion.
- (8) After determining that an employee is eligible and before awarding any Catastrophic Leave, the Administrator or Payroll must:
 - a. divide the number of hours in the Catastrophic Leave Pool by three (3) to determine the maximum number of hours of Catastrophic Leave that may be awarded to that employee;
 - b. determine the amount of Catastrophic Leave that should be awarded to the employee based on the circumstances of the application and the date the employee will exhaust any FMLA or Leave of Absence. Catastrophic Leave cannot be granted beyond the date the employee will exhaust any FMLA or Leave of Absence;
 - c. award the employee the lesser of the amount that could be awarded, if it exceeds one-third of the total amount of time in the pool or 60 days (480 hours) for employee, 30 days (240 hours) for eligible FMLA/LOA family members. The maximum leave allowed cannot exceed the lesser of one-

third of the total amount of time in the pool or 60 days (480 hours) for employee or 30 days (240 hours) for dependent;

- d. decrease the balance in the Catastrophic Leave Pool by the number of hours of catastrophic leave awarded to the employee from the Catastrophic Leave Pool.
- (9) If catastrophic leave is awarded, the administrator may award this leave based on the attached Vacation and Sick Leave Pool Contribution table for that fiscal year. The maximum amount an individual may withdraw for Catastrophic Leave in a fiscal year is 60 days (480 hours) if the Catastrophic Illness or Injury involves the employee; or 30 days (240 hours) if the Catastrophic Illness or Injury involves an eligible FMLA/LOA family member, assuming they meet the policy requirements.
 - (10) The catastrophic leave pool will be administered on a first-come, first-served basis, determined by the date or time when all necessary information, certifications, and releases have been provided.
 - (11) The administrator will administer adjudication and/or clarification of this policy and will advise elected officials/department heads, supervisor, department representative, and recipients of the guideline of the policy when issues arise.
 - (12) The administrator will notify payroll if any recipient loses it rights to access the Catastrophic Leave Pool.
 - (13) The administrator will assist the Payroll Division of the Auditor's Office (if needed) in maintaining records of leave contributions, requests, denials and approvals made under this policy and forward in a timely manner, all approved requests of donors and recipients to the Payroll Office of the Auditor.
 - (14) Only the administrator will publicize the program and the need for donors. Such publicizing will be done upon establishment of the pool and periodically thereafter. Frequency of publicizing will depend upon the balance of sick leave in the pool and the current and/or projected need by the recipients. Publicizing will be done in a manner that is cost effective, as determined by the Administrator.
 - (15) All decisions made by the Administrator (in conjunction with the Employee Health Center Physician) in regard to an employee's eligibility to receive catastrophic sick leave will be final.
 - (16) All decisions made by the Administrator in regard to an employee's eligibility to donate sick and vacation leave will be final.

(b) Contributions/Donations

- (1) An employee must have been employed full-time by Dallas County for at least twelve consecutive months, contribute a minimum of 1 day (8 hours) of sick or vacation time to the pool, and have at least 10 days (80 hours) of combined sick or vacation time remaining after his/her contribution.

- (2) An employee may contribute a maximum of 5 days or 40 hours combined accrued sick or vacation leave in increments of 1 day or 8 hours each fiscal year. An employee cannot donate compensatory time.
- (3) Contributions must be made:
 - a) during the open enrollment periods; OR
 - b) when an employee terminates, resigns or retires from the County. The employee may donate additional sick and vacation hours up to a maximum combined total of 80 hours (10 days) of accrued leave in increments of 1 day or 8 hours to the pool for a total of 15 days or 120 hours for the fiscal year to take effect immediately before the effective date of termination, resignation, or retirement; OR,
 - c) during one supplemental two week open enrollment period in the fiscal year (TBD) if requested by the Administrator, to replenish the pool and authorized by Order of the Commissioners Court.
- (4) Contributions to the Catastrophic Sick and Vacation Pool are strictly voluntary; however, in order to be “eligible” to participate in the Catastrophic Leave Pool, the Commissioners Court in adopting this policy requires that an employee “donate” a minimum of eight (8) hours of sick/vacation leave combined.
- (5) Any employee electing to contribute sick or vacation time to the Catastrophic Leave Pool shall complete the “Catastrophic Leave Pool Donation Form,” and submit it to the HR department for review and approval and submission to the Auditor’s Office Payroll Division.
- (6) Sick or vacation leave donated will be deducted from the contributing employee’s sick or vacation leave balance by the Auditor’s Office Payroll Division. An appropriate notation will be made on the donor’s sick or vacation leave record that the leave was donated to the Catastrophic Leave Pool.
- (7) Donated leave time is permanent and cannot be reversed, revoked or refunded to the employee. The leave contributed by an employee becomes the property of the County’s Catastrophic Leave Pool and cannot be returned in the event the employee dies, retires, resigns, is terminated, is placed on temporary suspension or otherwise fails to maintain his or her membership in the Catastrophic Leave Pool from year to year.
- (8) Enrollment and contribution to the Catastrophic Leave Pool is not a guarantee that a contributing employee will receive any time from the pool should such employee have a need to make application for Catastrophic Leave at a later date.

(c) Requesting Catastrophic Pool Leave

- (1) An employee requesting Catastrophic Leave from the Pool must: a) have a Catastrophic Illness or injury (or eligible FMLA family member with a catastrophic illness or injury); b) be employed as a fulltime non-probationary employee continuously for 12 months; c) have contributed at least eight (8) hours of

accrued sick or vacation leave (see Sick and Vacation Leave Contribution Table); d) must be meeting job performance requirements, based on their most recent performance appraisal, and (e) have approved FMLA or LOA for the days which they seek Catastrophic Leave, to be eligible for pool leave.

- (2) Employee must have exhausted all accrued paid leave (sick, vacation, compensatory time, personal day, etc.) to which the employee is otherwise entitled before being eligible to use leave from the catastrophic leave pool.
- (3) The employee must be absent from work due to a catastrophic illness or injury of himself/herself or an "eligible family member" as defined in the policy as a catastrophic illness or injury to request and receive catastrophic leave, which can begin no earlier than the 11th day of absence.
- (4) Employees must be on an approved Family Medical Leave (unpaid) or Leave of Absence (unpaid).
- (5) The maximum leave the employee will be able to withdraw, if approved by the administrator is set forth in the contribution table.
- (6) An eligible employee electing to apply for use of time from the Catastrophic Leave Pool must complete a "Catastrophic Leave Pool Request Form" and have the treating physician complete the "Catastrophic Leave Pool Medical Certification Form." Both forms must be completed and submitted together to the Administrator for review. The Form must include a certification from the physician that the employee or Dependent as defined in this policy has or had an illness or injury that is catastrophic as also defined in this policy and a statement of the diagnosis, prognosis, and anticipated recovery time for the illness or injury. Failure to submit a completed form or both forms will cause a delay and possible denial of your request. If an employee is unable to request leave from the Catastrophic Leave Pool due to his/her catastrophic illness, the Elected Official/Department Head may submit the request on the employee's behalf.
- (7) If the initial medical record information supplied is not adequate, the employee must provide further sufficiently detailed medical record information and a medical release for medical information to the Administrator, if requested. The Administrator may require an independent medical examination. Failure to comply with a request for additional medical information may result in delay or denial of the application.
- (8) An employee who has been granted and exhausted available Catastrophic leave pool time is not eligible for additional Catastrophic leave pool time until two (2) years has elapsed from the last Catastrophic leave pool day for which that employee was paid.
- (9) Sixty days (480 hours) is the lifetime maximum that may be withdrawn from the pool for the employee and eligible dependent combined; with the lifetime maximum for the dependent not to exceed 30 days (240) hours.

- (10) The leave recipient may use catastrophic leave time in the same manner as sick leave earned by the recipient in the course of employment, for the catastrophic injury or illness for which it was approved.
- (11) Employees returning to work after being off on Catastrophic Pool Leave must provide the Administrator a written release from their physician documenting their ability to return to work (with or without restrictions) as well as obtain clearance from the Dallas County Employee Health Center Physician.
- (12) The employee must notify the Administrator in writing (via certified mail) and via phone within 48 hours if they begin receiving or are notified that they will begin receiving (whichever comes first): a) disability payments (including social security, long term, or short term) or other voluntary supplemental insurance payment to replace lost income; or b) pay, reimbursement, or recovery for loss of work time or damages from a third party as a result of the catastrophic illness or injury.

(d) Payroll Division Auditor's Office

- (1) Upon receipt of notification of approval of catastrophic leave granted to the employee, the Payroll Division will credit the approved amount of time granted to the recipient from the catastrophic leave pool with an appropriate notation made on the recipient's sick leave record that the leave was received from the Catastrophic Leave Pool.
- (2) Payroll will track the catastrophic leave used by the employee and notify Human Resources, the department and the employee when the employee is close to exhausting the paid leave.
- (3) If the employee returns to work prior to exhausting the leave, Payroll will credit back the unused balance to the Catastrophic Leave Pool and maintain a record of such.
- (4) As the employee must have used all available earned leave or compensatory time prior to utilizing Catastrophic pool leave, Payroll will ensure that the employee continues to accrue any applicable leave while on Catastrophic Pool Leave (unless the employee does not return to work).
- (5) A holiday within the leave period is not counted as catastrophic leave.
- (6) An employee absent on sick leave assigned from the county sick leave pool is treated for all purposes as if the employee were absent on earned sick leave. Employees on catastrophic leave continue to accrue leave.
- (7) Employees must exhaust all accrued leave with pay entitlements before they use Catastrophic Leave, including the leave earned while on Catastrophic Leave. If the employee accrues vacation or sick leave while on Catastrophic Leave, Payroll will deduct the accrued vacation or sick leave prior to deducting hours from the Catastrophic Leave allotted the employee.

- (8) The estate of a deceased employee is not entitled to payments for unused catastrophic leave acquired by the employee from the Catastrophic Leave Pool.

(e) Return of Unused Catastrophic Leave to the Catastrophic Leave Pool/Termination of Catastrophic Leave.

- (1) Catastrophic Leave must be used only for the reason requested and approved. Employees shall immediately notify the Administrator if there is any change in the nature or severity of the illness or injury that modifies their need for Catastrophic Leave. Use of Catastrophic Leave for purposes other than Catastrophic Illness or Injury may result in termination. The grant of time for Catastrophic Leave shall terminate upon the earliest of the following:
 - a. The date the employee is able to return to work;
 - b. The date the employee's FMLA or LOA runs out (catastrophic leave must run concurrently with a grant of unpaid FMLA or unpaid LOA);
 - c. The exhaustion of the specific amount of time that the Administrator granted to the employee, unless the Administrator has granted the employee additional Catastrophic Leave time and, in such case, upon the exhaustion of any additional Catastrophic Leave time that was granted to the employee;
 - d. The effective date of the employee's termination, retirement, or resignation;
 - e. The employee has used the maximum amount of Catastrophic Leave time allowable under this policy; or
 - f. The Administrator determines that the employee is no longer eligible to receive any further or additional Catastrophic Leave time (including if the employee fails to cooperate with requests for medical information, submits false information, remains off work because the employee is not following the doctor's prescribed treatment, or is abusing sick leave pool hours).
- (2) The Payroll Division must track each employee receiving catastrophic leave. Any balance of catastrophic leave: 1) remaining after the employee has used the Catastrophic Leave; or 2) which is no longer needed or justified due to the Catastrophic Illness or Injury, must be canceled and returned to the Catastrophic Sick and Vacation Pool. This action should also be taken if, anytime within the period following the date the award was initially used, any of the following situations is met:
 - a. The Administrator determines that the employee is no longer eligible for Catastrophic Leave;
 - b. employee is deceased;
 - c. employee terminates employment; or
 - d. employee retires.

(f) Exclusion and Limitation

- 1) The following are not eligible to access the Catastrophic Leave Pool:
 - a. Employees who are off without pay because of a disciplinary or unlawful action.

- b. Employees who have been officially disciplined for sick leave abuse within the 12 months preceding the date of the catastrophic leave being granted.
- c. Employees who have committed fraud or misrepresentation in the request or use of catastrophic leave.
- d. Employees with a Catastrophic Illness or Injury requiring intermittent leave of 24 hours or less per week.
- e. Employees on active duty in any Military force.
- f. Employees confined in correctional institution (jail, prison, boot camp, detention center, house arrest, etc.).
- g. Full-time grant funded employees are not entitled to Catastrophic Leave beyond the termination date of the funding sources for the position.
- h. Employees who go from full-time to part-time will no longer be eligible for catastrophic leave.

2) The following treatments/conditions/illnesses/injuries are not eligible for Catastrophic Leave:

- a. Routine medical, vision and/or dental care for an employee or eligible family member;
- b. Elective cosmetic surgery or procedures;
- c. A broken limb;
- d. Weight loss surgery or treatment;
- e. Stress related illnesses;
- f. Colds, flu, and allergies;
- g. Minor surgery with no complications such as appendectomy or tonsillectomy;
- h. Carpal tunnel syndrome;
- i. Addiction treatment, including drug or alcohol rehab treatment;
- j. Bereavement;
- k. Pregnancy, unless a serious complication from pregnancy that requires hospitalization for ten or more days;
- l. The birth of a child, which is considered normal regardless of the method of delivery and will not be considered for Catastrophic Leave;
- m. A catastrophic injury that occurred during the course of employment with another employer;
- n. Employees off work because of an on the job injury (Worker's Compensation);
- o. A disability under the Americans with Disabilities Act ("ADA") that would render the employee incapable of performing the essential functions of their job, even with a reasonable accommodation;
- p. A disability under the ADA that does not prevent the employee from performing the essential functions of their job, with reasonable accommodations, unless the disability is also a Catastrophic Illness or Injury and reasonable accommodation requires time off for more than ten continuous days in-patient treatment in a hospital, hospice, or residential medical care facility. All ADA disabilities qualifying for reasonable accommodations may not qualify as a Catastrophic Illness or Injury. The maximum amount of Catastrophic Leave an individual requiring such an ADA reasonable accommodation is allowed is thirty (30) days, depending on their length of service with the County as set forth in this policy.

- 3) Any vacation or travel (100 or more miles) resulting in an absence of 48 hours or more from the employee's primary residence registered with Dallas is not eligible for leave from the Catastrophic Leave Pool, unless the purpose of the trips is only for necessary medical treatment or care (dual purposes may not be covered). The employee should notify the Administrator immediately of any such planned trips/travel away from the employee's current primary residence during the period for catastrophic leave, for a determination as to whether the leave remains covered by this policy. The Administrator may require documentation from the primary care physician regarding the medical necessity for the trip/travel.
- 4) If the employee, for any reason, terminates or ends employment with the County while on Catastrophic Leave, the employee is not entitled to payment for any Catastrophic Leave awarded that is unused.

(g) Coordination With Other Benefits (including exclusions)

- (1) Worker's Compensation. Employees off work because of an on the job worker's compensation injury are not eligible for catastrophic leave.
- (2) Family Medical Leave. All eligible events that qualify for Family and Medical Leave (FML) may not qualify as a Catastrophic Illness or Injury; however, a Catastrophic Illness or Injury may qualify as FML. If the employee is eligible for Family and Medical Leave, all days away from work as a result of Catastrophic Illnesses or Injuries will be counted against the employee's Family and Medical Leave entitlement. The catastrophic leave will terminate at the same time as the FMLA leave, unless the employee has obtained a Leave of Absence which would allow the employee to continue to receive catastrophic leave.
- (3) Short and Long Term Disability and Supplemental Benefits. Catastrophic Leave will not be granted if an employee is receiving short term or long term disability benefits, including social security disability benefits or supplemental benefits.
- (4) Grievance Policy. Denial of catastrophic leave is not grounds for filing a grievance and is specifically excluded from the civil service grievance appeal process. Catastrophic leave is not a right and is awarded based on availability of catastrophic leave in the Catastrophic Sick and Vacation Pool and the eligibility of the employee as determined by the Administrator.

(h) Recordkeeping and Confidentiality

- (1) The Administrator must maintain a confidential record of all Catastrophic Sick and Vacation Pool records in accordance with the law.
- (2) Applications for Catastrophic Leave and all documents related to the application, including the notice of an award or denial, must be treated as confidential at all times. All notices to be sent to any person involved in the process (such as the Administrator) must be sent in envelopes clearly labeled "confidential" and directed to the attention of the intended receiver.

- (3) The applications for award for Catastrophic Leave and all supporting documentation must be kept in a separate file for confidential medical information. The employee must approve and sign a form to authorize the release of medical information and other documents before any information can be released. If the employee is medically unable to sign the required release form, the next of kin or person who is legally authorized to do so must sign the form before any documentation can be released.

(i) Annual Reporting

- (1) The Administrator must submit an annual fiscal year report obtained from the County Payroll to the Commissioners Court on the usage and status of the Catastrophic Sick and Vacation Pool. The annual reports will include:
 - a. the total number of hours contributed,
 - b. the total number of hours awarded,
 - c. the total number of awarded hours that were used,
 - d. the total number of applications for Catastrophic Leave received,
 - e. the total number of applications approved,
 - f. the total number of applications denied, and
 - g. the remaining hours in the pool.

(j) Miscellaneous

- (1) No advances on sick leave or vacation accruals will be granted to allow an employee to meet the minimum required to request catastrophic leave.
- (2) Catastrophic Leave granted from the Catastrophic Leave Pool Program will be counted only for approved workdays.
- (3) An employee may not provide or receive remuneration or any gift in exchange for a sick pool donation.
- (4) Dallas County will have a right of reimbursement from the proceeds of any full or partial recovery for lost wages, whether by settlement, judgment, or otherwise (supplemental disability, etc.), recovered by the employee for any days that were covered by Catastrophic Leave. This reimbursement provision includes, but is not limited to, any recovery from any individual or group automobile or liability insurance policy, including any uninsured/underinsured motorist coverage and any personal injury protection coverage you or a covered dependent may have.

(k) Grandfathered Employees

Employees with a pre-existing Catastrophic Illness or Injury who: 1) are out on FMLA or a LOA before initial enrollment period start date; 2) are considered an "eligible employee/recipient," by the sick leave pool donation requirements; and 3) do not have any sick or vacation time to donate or will not have at least 10 days (80 hours) of combined sick or vacation time remaining after his/her contribution, will be grandfathered in and will not have to donate leave to be eligible for contributions from the sick leave pool. All other eligibility requirements apply. This provision does not apply to an eligible FMLA family member with a catastrophic illness or injury. The grandfathered employee is eligible for a maximum of 30 days (240 hours) from the Catastrophic Sick and Vacation Pool.

(l) Modification/Termination of policy

Commissioners Court reserves the right to modify or terminate the Catastrophic Leave Pool Program/Policy at any time with or without notice (within the constraints of the law).

(m) Designation of Administrator

The Dallas County Commissioners Court designates the Director of Human Resources to act as the Administrator of the Catastrophic Sick and Vacation Pool program.

TABLE INSET:

SICK AND VACATION LEAVE CONTRIBUTION TABLE			
Donations	Required Years of Service	Maximum Awarded for Employee	Maximum Awarded for Dependent
8 hours of Sick/ Vacation time	1 year	48 hours of Sick (6 days)	24 hours of Sick (3 days)
16 hours of Sick/ Vacation time	1 year	96 hours of Sick (12 days)	48 hours of Sick (6 days)
24 hours of Sick/ Vacation time	1 year	144 hours of Sick (18 days)	72 hours of Sick (9 days)
32 hours of Sick/ Vacation time	1 year	192 hours of Sick (24 days)	96 hours of Sick (12 days)
40 hours of Sick/ Vacation time	1 year	240 hours of Sick (30 days)	120 hours of Sick (15 days)
48 hours of Sick/ Vacation time	5 years	288 hours of Sick (36 days)	144 hours of Sick (18 days)
56 hours of Sick/ Vacation time	5 years	336 hours of Sick (42 days)	168 hours of Sick (21 days)
64 hours of Sick/ Vacation time	5 years	384 hours of Sick (48 days)	192 hours of Sick (24 days)
72 hours of Sick/ Vacation time	5 years	432 hours of Sick (54 days)	216 hours of Sick (27 days)
80 hours of Sick/ Vacation time	5 years	480 hours of Sick (60 days)	240 hours of Sick (30 days)
Maximum Lifetime Leave Allowed	60 days (480 hours) is the lifetime maximum that may be withdrawn from the pool for the employee and eligible dependent combined; with the lifetime maximum for the dependent not to exceed 30 days or 240 hours.		

(Ord. No. 2017-0525, 04-18-2017)