



City of Northampton, Massachusetts  
**Human Resources Department**

**POLICY & PROCEDURE**  
**NUMBER 600-1**

**Effective Date: 3/3/93**  
**Revision Date: 3/23/2015**

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**SICK LEAVE**

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**I. POLICY**

It is the policy of the City of Northampton to provide sick leave benefits to eligible employees who are incapacitated for duty as result of sickness or off-the-job injury.

**II. APPLICATION**

This policy is applicable to all non-represented employees of the City. Excluded are School Department personnel, Smith Vocational High School employees, employees covered by collective bargaining agreements, and elected officials. Individuals for whom other provisions were made at the time of employment will be protected by the "grandfather clause".

**III. GENERAL PROCEDURES**

This policy specifies procedures to be observed in granting, taking, and reporting absences chargeable to sick leave and defines respective responsibilities of supervisors and employees.

**A.** Payrolls are certified under the pains and penalties of perjury. Department heads are responsible for seeing that proper charges are made against an employee's leave account and to ascertain whether or not an absence is properly chargeable to sick leave. They are also responsible for monitoring sick leave usage to identify and address absences that begin to impact the employee's performance.

**B.** Employees may access sick time to attend their own medical or dental appointments.

**C.** An employee who is going to be absent from work due to illness or injury must call and speak with their Supervisor directly as soon as possible, but no later than one hour after the start of their scheduled shift on the first day of illness or as required by individual department procedures. It may be acceptable for the employee to leave a message for their Supervisor, after work hours, but they still need to speak with their Supervisor, directly, during work hours.

**D. Medical Certificates:** While the City will not make a general practice of requesting medical evidence of illness, the department head may, in his/her discretion, request a medical certificate on an individual basis as circumstances warrant. *Note:* when sick leave is applied for in advance, the employee must present a complete statement of the facts from his/her treating physician. The department head shall send all medical information to the Human Resources Department immediately, to ensure confidentiality is maintained.

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**E. Eligible employees:** Any full or part time employee who is regularly scheduled to work 10 or more hours per week, for the full calendar year. Employees will accumulate sick leave for each full pay period they are in a pay status (paid for at least 51% of scheduled hours). Employees will earn the equivalent of 15 sick days per year, based on their regular scheduled hours. For example:

- A full time employee who is regularly scheduled and regularly works 35 hours per week will earn 105 hours annually.
- A part time employee who is regularly scheduled and regularly works 15 hours per week will earn 45 hours annually.

**F.** Sick leave may be accumulated without limit. An employee who is regularly scheduled to work 10- 19 hours per week, for the full calendar year is not eligible for any payout of sick time, regardless of years of service.

**G.** Upon honorable separation of service of an employee who is regularly scheduled to work 20 or more hours per week, which may include resignation and non-reappointment but excluding retirement, death, settlement with the City in which the employee agreed to resign in lieu of disciplinary action, shall be eligible for sick time payout as follows:

- after five (5) years of continuous service, but less than ten (10) years, 16.76%;
- after ten (10) years of continuous service, but less than fifteen (15) years, 20%;
- after fifteen (15) years of continuous service, 25% ;

of the value of the accumulated sick leave up to a maximum payout of \$5,500 (employees hired on/before 12/31/86 are not subject to the dollar cap). The employee may defer some or all of this payment into the next tax year but may not be required to do so.

**H.** A full time employee (regularly scheduled to work 35 hours per week or more) who is qualified, or will be qualified within one year, to retire and who provides at least one (1) year advance notice of retirement and subsequently retires (application with Retirement Board must be submitted), shall receive a lump sum payment of \$500.00 upon retirement. If the notice is given at least six (6) months in advance, the employee shall receive a lump sum payment of \$250.00. No payment shall be made for any notification less than six (6) months prior to retirement.

**I.** Upon retirement of an employee who is regularly schedule to work 20 or more hours per week, the unused portion of sick leave shall be paid in a lump sum to the employee at the rate of 33 1/3% of the sick leave balance up to a maximum payout of \$5,500 (Employees hired before 12/31/86 are not subject to the dollar cap). There is no payout benefit for employees who work less than 20 hours per week.

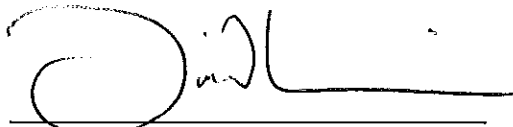
**J.** In the case of the death of an employee who is regularly schedule to work 20 or more hours per week, payment shall be paid to the spouse or to the beneficiary who was designated for retirement purposes at the rate of 33 1/3% of the sick leave balance up to a maximum payout of \$5,500 (Employees hired before 12/31/86 are not subject to the dollar cap).

**K.** An employee whose position is eliminated as result of a reduction in force *and* is reinstated within two (2) years, shall have restored all sick hours that were accrued at the time of termination unless the employee received a sick leave payout. If the employee received a sick leave payout they will begin accruing time like a new employee. If the reinstated employee chooses to repay the sick leave payout in full, in their first pay period of reinstatement, their full balance will be restored

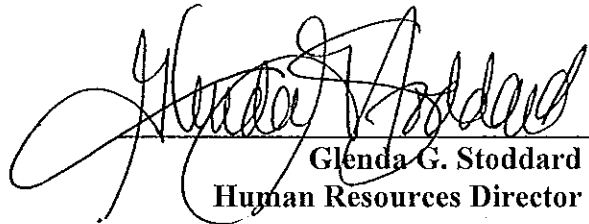
**L.** Employees may use up to five (5) days of sick leave each year to care for ill or incapacitated members of the immediate family defined as spouse, child, father, mother, sister, brother, step-child, foster child, grand-child, step-parent, foster parent, or person domiciled in the employee's household.

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**Approved:**



**David J. Narkewicz, Mayor**  
**Mayor**



**Glenda G. Stoddard**  
**Human Resources Director**