

	CITY OF DECATUR PERSONNEL POLICY		
Chapter 04	Benefits		
Section 11	Sick Leave		
Revised By:	Nate Mara, City Manager	Revised Date:	December 22, 2025
Approved By:	City Council	Effective Date:	January 1, 2026

04.11 Sick Leave

As of April 25, 2022, employees with accrued sick leave balances may use their accrued sick leave in compliance with Chapter 4 Section 11 Sick Leave. **No additional sick leave will accrue.**

A. Authorized Use of Sick Leave.

- a. Accrued sick leave may be used for absences due to the employee’s bona fide personal illness, accident or injury that prevents working, or birth of a child (if the employee physically gave birth; otherwise use of sick leave for childbirth falls under the section below).
- b. Sick leave may be used for absences when needed to care for a member of the employee’s immediate family who is ill or injured. Immediate family in this context means employee’s parent, current spouse, and children/stepchildren.
- c. Sick leave may also be used by employees for their own and /or their immediate family’s scheduled doctor and dentist appointments.

B. Minimum Increments.

Sick leave must be taken in minimum increments of one hour. Sick leave taken in increments of less than one hour should be made up within the same work week.

C. Failure to Report Absence/Abuse of Sick Leave.

- a. Supervisors should closely monitor use of sick leave.
- b. Employees using paid sick leave for their own illness/injury or that of a family member, will use their sick leave time to recuperate or care for their family member. Trips to the doctor or hospital stays/visits, which take the employee away from the home, are acceptable.
- c. Other personal pursuits during paid sick leave will be considered an abuse of this policy.
- d. Abuse of sick leave, including use of sick leave for anything other than an illness, injury, or doctor/dentist appointments as provided for in this policy, may result in immediate disciplinary action, up to and including termination of employment.
- e. Employees who fail to timely report an absence or tardiness due to illness, injury, or doctor/dentist appointment may be disqualified from using sick leave for their absence.
- f. Employees should seek guidance from their supervisor, manager, or department director (employee’s most immediate superior) regarding the proper reporting procedures for their department.

D. Other Employment during Sick Leave.

Employees on sick leave, whether paid or unpaid, may not work a second job, including self-employment during the period of leave, even if they have written authorization from their Department Director to otherwise work a second job. Exceptions to this policy must be obtained in writing from the Department Director and the Director of Human Resources.

E. Use of Other Leave.

- a. Official holidays observed by the City while an employee is on approved paid sick leave will be treated as a paid holiday, rather than a day of sick leave, if the employee is eligible for the paid holiday. Under certain circumstances and with the approval of the department director/manager/supervisor, the employee may flex the work schedule (“flex time”) to attend to medical or dental appointments. This is acceptable provided that work time is accurately recorded on the time sheet for the week or work period in which flex time was approved. Under no circumstances can flex time to make up time missed extend beyond the affected workweek or work period.

F. Documentation

- a. Employees requesting paid sick leave must complete the leave form located on the City of Decatur website and submit it to their supervisor for approval.
- b. Absence for illness/injury of 3 or more consecutive workdays requires verification of the illness/injury by the attending physician.
- c. Supervisors may request the employee provide verification of illness/injury by the attending physician as needed. An employee must provide verification of an absence any time requested by the City.
- d. An employee may be required to present satisfactory proof of their illness/injury, of family relationship and/or satisfactory proof of a family member’s illness, injury, and/or doctor/dentist appointment if the employee wishes to use accrued sick leave to care for a family member. If the employee fails to present such proof in a timely manner, use of sick leave will not be permitted and no other paid leave may be used for the absence.
- e. Abuse of sick leave may result in disciplinary action up to and including termination of employment.

G. Family and Medical Leave Act Leave.

Any absence that qualifies for both Family and Medical Leave and sick leave will follow the guidelines set out in this policy and will typically be counted as both.

H. Payment for Unused Sick Leave.

No employee shall be entitled to payment for unused accrued sick leave time.

Note: This policy reflects the version approved by City Council in August 2022. For the 2025 policy updates, only formatting and layout changes were approved; no substantive revisions were made.