

City of Vicksburg Extended Sick Leave Policy

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The City of Vicksburg (COV) recognizes at times that an employee may have an illness that prevents the employee from work, temporarily. Employees that are eligible under the Family Medical Leave Act (FMLA) and need more than the federally mandated twelve (12) weeks off shall request Extended Sick Leave in writing to the Board of Mayor and Aldermen (Board). This request shall include the reason(s) for this leave, with any supporting documentation. The Extended Sick Leave request shall be placed on the very next Executive Session's Agenda for discussion. The employee will be immediately advised of the Board's decision in writing and by any other notification method (ie. telephone call, email).

Extended Sick Leave is defined as any time away from work, after an employee has exhausted all FMLA Leave. To qualify for Extended Sick Leave, the employee's reason shall be due to a serious health condition under FMLA or Americans with Disabilities Act (ADA). Extended Sick Leave, if approved, shall only be for full time employees, that have been employed with the COV for not less than twelve (12) months and have worked, at least, 1,250 actual/regular hours preceding the request.

This leave can only be used for the employee's own serious health condition and not a family member.

Pursuant to this policy, the employee may only be granted two (2) work weeks of Extended Sick Leave. A request for Extended Sick Leave shall only be made once, within a twelve (12) month period.

The employee may be eligible for additional leave under other state or federal policies.

This policy supercedes the extended sick leave policy approved on September 4, 2014.

Effective the _____ day of _____ 2018

Mayor George Flaggs, Jr.

Alderman Michael Mayfield, Sr.

Alderman Alex Monsour, Jr.