



**AGENDA MEMO**  
10/19/2021 Agenda

**TO:** Honorable Mayor and City Council

**FROM:** Cheree Bontrager, Director of Human Resources

**SUBJECT:** Proposed Changes to Sick Leave Usage

---

**BACKGROUND**

The current sick leave policy and ordinance requires City employees to complete 6 months of employment in order to use accumulated sick leave. As such, the policy encourages individuals to work when sick which is contrary to the City's expectations; particularly in this current environment. As a result, it was recommended by staff and approved by the Employee Benefits Committee on August 18 that this provision be amended. As proposed, Section 9.03.004 of the Code of Ordinances would be amended to eliminate this provision.

**RECOMMENDATION**

Staff respectfully request the City Council approve the ordinance amending Section 9.03.004 (a) to delete the provision requiring employees to be employed for six months before they may use accumulated sick leave.

**ATTACHMENTS**

Ordinance amending Section 9.03.004 (a) Sick Leave