

306 .7 Change of appointment, transfer or separation will affect accrued Sick Leave as follows:

- .71 Service as a temporary employee will not be used to determine Sick Leave accrual.
- .72 A regular or part-time employee transferring from one department to another should have his total accrued Sick Leave transferred to the new department. The accrued Sick Leave should be recorded on the Personnel Action form.
- .73 Upon retirement (at age 55 or older or upon reaching Rule of 80) or death, employees with at least nine hundred and sixty (960) hours of accrued Sick Leave will receive payment for accrued Sick Leave at a rate of one (1) hour of pay for every three (3) hours of Sick Leave up to a maximum of three hundred twenty (320) hours of pay. An employee who is separated, or resigns in lieu of discipline (regardless of eligibility for retirement benefits) for embezzlement of City funds, fraud, falsification, theft of City property or resources (including theft of time), or deliberate destruction of City property or inappropriate use of City property or P-card is ineligible for payment of accrued Sick Leave.

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[.731 Employees who lack the necessary sick leave accrual bank to qualify for the sick leave retirement buyout \(960 hours\), shall provide evidence of and receive credit for major illness or non-job-related injury leave periods of at least forty \(40\) consecutive work hours to reach qualification levels. In such cases, approved sick leave periods extending at least forty \(40\) hours shall be added back to the accrual bank for calculation purposes only. Any buyout would then occur only on the current actual, available sick leave balance.](#)

- .74 A regular or part-time employee who leaves the classified service to enlist in active military service other than a reserve unit and who applies for re-employment within fifteen (15) days after having been rejected or ninety (90) days after an honorable discharge will have the former unused Sick Leave credits reinstated (see provisions for Military Leave).
- .75 A regular or part-time employee who is laid off and returns to City employment within one (1) year from the date of layoff will have the former unused accrued Sick Leave reinstated.