

Memo to Department and Office Directors on 12/27/01.

Created by: John Hamilton, Director of Human Resources on December 29, 2001

PROCEDURE FOR PAID SICK LEAVE BALANCES

The purpose of this policy is to establish uniform application of paid sick leave balances.

It is the City's standard and uniform policy that available sick leave balances are based upon the accrued sick leave balances at the beginning of the employees' pay period. It is incorrect to allow sick leave balances to be based upon the sick leave balances at the beginning of the pay period plus the estimated sick leave accrual for the current pay period.

IF YOU HAVE ANY FURTHER QUESTIONS REGARDING THIS POLICY, PLEASE CONTACT:

Human Resources
(651) 266-6500