

ORDINANCE # 4, 2017

**ORDINANCE OF THE COMMON COUNCIL FOR
THE CITY OF ATTICA, INDIANA**

**AN ORDINANCE AMENDING CHAPTER 2, DIVISION IV, SECTION 2-108
ENTITLED PAID SICK LEAVE POLICY**

WHEREAS, the Common Council for the City of Attica finds it reasonable and appropriate to amend the City's sick leave policy,

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL FOR THE CITY OF ATTICA, INDIANA as follows:

Section 1, Chapter 2, Division IV, Section 2-108 is hereby amended to read as follows, to-wit:

Paid Sick and Personal Leave for Full-Time and Salary Employees

1. Each full-time hourly employee (i.e. employee who works 32 hours per week or more) and each salary employee is entitled to one (1) paid sick leave day per month up to thirty (30) accumulative days; sick leave days must be used while employed by the City and shall not be paid at time of termination.

Each full-time hourly and salary employee hired after January 1, 2002 shall be entitled to accumulate up to fifteen (15) sick days under the same format set above.

2. Sick leave shall not be used for personal and/or vacation days. Upon request by the employee's Supervisor, the employee shall provide a doctor or medical statement as to the need for the sick leave. Failure to provide such written documentation, upon request, will result in unpaid leave.

If the employee is off work for three (3) or more days, the employee must provide a written doctor or medical statement upon return to work, which statement shall be placed in the employee's personnel file. Failure to provide such written documentation as set forth above will result in unpaid leave.

3. An employee shall be defined for the purposes of this policy to include the employee as well as the employee's spouse, child, step-child, parent, mother-in-law, father-in-law, or stepparent.

Section 2. The remaining terms and conditions of Chapter 2, Division IV, not inconsistent with the above amendment, shall remain in full force and affect.

Ordinance Number ____, 2017 is hereby adopted by the Common Council for the City of Attica, Indiana, this ____ day of _____, 2017, by a vote of ____ for and ____ against.

Sponsoring Council Member

ATTEST:

Susan Stoll, Clerk-Treasurer

Duane Roderick, Mayor

ATTEST:

Susan Stoll, Clerk-Treasurer