

ORDINANCE NO. 2018 - 10

AN ORDINANCE OF THE CITY OF EDGEWOOD, FLORIDA, AMENDING CHAPTER XIV, SECTION 1.D. OF THE CITY'S PERSONNEL POLICIES TO REQUIRE A DOCTOR'S NOTE DESCRIBING ANY RELEVANT RESTRICTIONS TO BE PROVIDED TO THE CITY WHEN AN EMPLOYEE MISSES THREE OR MORE CONSECUTIVE DAYS DUE TO ILLNESS, INJURY, OR MEDICAL PROCEDURE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in order to best protect the health and safety of the employees of the City, the City Council finds it appropriate to amend the City's Personnel Policies to require an employee who misses three or more consecutive days due to illness, injury, or medical procedure to provide a doctor's note that describes any restrictions relevant to the employee's job duties.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD, FLORIDA, AS FOLLOWS:

SECTION ONE. Chapter XIV, Section 1.D. of the City's Personnel Policies is amended as follows (note: additions are identified by underline, deletions are identified by ~~strike through~~, and text that remains unchanged and which is not reprinted here is identified by ellipses (***)):

XIV. PAID TIME OFF AND OTHER LEAVES OF ABSENCE

SECTION I. PAID TIME OFF

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D. CONDITIONS AND LIMITATIONS

1. Whenever possible, an employee shall submit a written request and have **prior** approval from his or her Department Supervisor to utilize Paid Time Off.
2. Paid Time Off is generally authorized for an entire shift or more. Accrued Paid Time Off may be authorized for extended absence for serious health conditions.
3. Part-time employees may only request leave for normally scheduled hours of work.
4. It is the responsibility of Department Supervisors to verify that the employee has sufficient Paid Time Off for the requested period. Paid Time Off will not be approved in advance of accrual earned.
5. Paid Time Off may be used to supplement workers' compensation wage benefits provided the total income from the wage benefits and Paid Time Off used does not exceed 100% of an employee's regular gross pay.
6. When an employee takes Paid Time Off for three or more consecutive days due to illness, injury, or medical procedure which are not related to an on the

job injury or illness and not related to a Family Medical Leave Act absence, the employee shall, prior to or upon returning to work, provide his or her supervisor with a doctor's note describing any restrictions relevant to the employee's job duties or stating that the employee may return to work without restrictions.

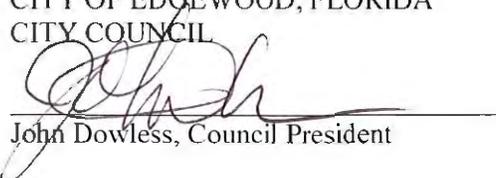
- 67. No Paid Time Off which exceeds ten consecutive work days/work shifts (except when such Paid Time Off is taken in conjunction with an approved Family and Medical Leave) is allowed unless approved in advance by the Department Supervisor.
- 78. In no event shall an employee be allowed to take Paid Time Off in conjunction with separation; i.e., to extend the separation date.
- 89. Paid Time Off pay shall be based on the employee's regular hourly rate of pay as of the time the Paid Time Off is taken.
- 910. The City does not allow Paid Time Off pay advances or advance payment of regular earnings for employees preparing to take Paid Time Off.
- 1011. Upon approval of his or her Department Supervisor an employee may donate a portion not to exceed fifty percent (50%) of his or her accrued Paid Time Off to another employee who will miss extended periods of work due to the illness of the employee or that of an immediate family member. Provided that Supervisor is aware of the necessity for the receiving employee to miss extended periods of work due to illness of the employee or an immediate family member and that the donating employee has sufficient accrued Paid Time Off to make the requested donation, the Department Supervisor shall approve Paid Time Off donation.

SECTION TWO. Effective date. This Ordinance shall take effect immediately upon adoption.

PASSED ON FIRST READING THIS 19th DAY OF JUNE, 2018.

PASSED AND ADOPTED THIS 17th DAY OF JULY, 2018.

CITY OF EDGEWOOD, FLORIDA
CITY COUNCIL



John Dowless, Council President

ATTEST:



Bea Meeks, City Clerk