

request payment for accrued that may be lost each year. Such a request must be approved by the supervisor and the appointing authority.

- Par. 5.300 Sick Leave - Sick leave is leave accumulated to be taken for bona fide illness or injury or other medical-related necessities such as physician appointments, medical examinations, and dental appointments. Sick leave is available for the employee's personal health care as well as for the care of members of the immediate family.
- Par. 5.301 Eligibility - All covered employees, both permanent full-time and permanent part-time and working test, shall accrue sick leave from the date of employment in a covered position.
- Par. 5.302 Accumulation Rate - Sick leave will be accumulated at the rate of four (4) hours per month, for a total of forty-eight (48) hours per year. Following one (1) year of service, full-time employees shall accrue sick leave at the rate of eight (8) hours per month for a total of ninety-six (96) hours per year.
- Par. 5.303 Maximum Accumulation - Sick leave may not be accrued in excess of 480 hours. Employees will not be paid for accumulated sick leave upon separation.
- Par. 5.304 Reporting - Each employee shall report any sick leave absence prior to his or her scheduled work time if possible, and if not, the employee shall see that his or her absence is reported within one (1) hour after the scheduled time for the employee to begin work.
- Par. 5.305 Approval - Sick leave requires the approval of the appointing authority or designee.
- Par. 5.306 Physician's Certificate - A medical statement signed by a licensed physician may be required to substantiate sick leave for:
- a. absence of three (3) or more consecutive work days;
 - b. to support a request for sick leave during annual leave; and
 - c. at any time when absence recurs frequently or habitually, provided the employee has been warned.
- Par. 5.400 Military Leave - Georgia law requires that paid leave be granted to members of the Reserve and National Guard under certain conditions, and leave-of-absence is required under other conditions. The city's policy is to