ORDINANCE NO. 2022-11

AN AMENDMENT TO CHAPTER 33, ARTICLE V

OF THE ORDINANCES OF THE TOWN OF BARRINGTON

IT IS HEREBY ORDAINED by the Town of Barrington, Rhode Island, that Chapter 33 Personnel Policies of the Code of Ordinances shall be amended to read as follows:

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Chapter 33. Personnel Policies

Article V. Attendance and Leave

§ 33-27. Sick leave.

A. Terms defined.

(1) Sick ~~leave~~ Leave is defined to mean the absence from duty of an ~~official or~~ employee because of personal illness or injury which renders ~~him~~ the employee incapable of performing ~~his~~ work or duties related to the position held by the employee.

(2) Family Sick Leave is defined as time off taken as Sick Leave to attend to the illness of a child, stepchild, grandchild, parent, or spouse.

~~A. Requirements; notice; certification. No official or employee shall be entitled to sick leave with pay unless he shall have complied with the following requirements:~~

~~(1) Notice of sickness or injury on which the claim for sick leave with pay may be based must be given immediately, unless it is shown not to have been reasonably possible to do so. In any event, it shall be given no later than the third day of such disability.~~

~~(2) Such notice shall be given to the head of the department in which such person may be employed. If there is no direct department head, the notice shall be given to the Personnel Director.~~

~~(3) Not later than the third day of such disability, the same shall be certified to the Town Physician or Health Officer by certificate in writing, signed by a physician or surgeon, fully stating the nature and extent of such person's illness or injury, and certifying further, that such person is not able to perform the duties of his employment.~~

~~B. Examination by physician. At any time during the continuance of disability for which sick leave is requested, the head of the department, Personnel Director, Town Manager or the board or other body having jurisdiction and power of appointment may require such person to submit to one or more medical examinations by a licensed physician, and the refusal of such person to submit to such examinations shall bar such person from thereafter receiving sick leave with pay for such sickness or disability.~~

~~C. Submission to Council. Should any question arise as to the status or right of any official or employee under this section, the same may be referred to the Town Council, and the decision of the Council shall be final and conclusive. The Council may, for good cause shown, waive strict compliance with the requirements of this section.~~

B. ~~Number of sick days.~~ All ~~officials and~~ full-time employees ~~in the continuous and regular employment~~ of the Town ~~with a fixed compensation~~ shall be entitled to one and one-fourth (1 1/4) days of Sick Leave for each full month's service. Such Sick Leave may be accumulated to a maximum of 120 days.

C. Employees may use up to five (5) days of Sick Leave each fiscal year to attend to the illness of a child, stepchild, grandchild, parent, or spouse. These five (5) days are referred to as Family Sick Leave and should be noted on the employee's timesheet.

D. Payment of unused Sick Leave. After the maximum accumulation of 120 days, on an annual basis, in any case where an employee has accumulated his maximum Sick Leave entitlement, he shall, at the end of each calendar year, be entitled to be paid 75% of his unused yearly Sick Leave entitlement with such payment to be made on the basis of said employee's daily rate of pay effective at the time of said payment and shall be paid to the employee by the 15th day of February of the following calendar year.

E. Sick leave may only be used when the employee is ill or incapacitated, and/or only for physician visits and testing for the treatment of chronic or acute illness. Sick leave shall not be used for routine examinations.

F. Notice of sickness, injury or Family Sick Leave should be given to the department head prior to the start of the workday. If the department head is unavailable, notice shall be given to the Town Manager or Human Resources.

G. Two (2) days of Sick Leave may be used in one (1) hour increments provided that such incremental time be used at the beginning or the end of the scheduled workday, or immediately before or after the scheduled lunch break. All additional Sick Leave may be used in half day increments.

H. Barrington's Non-Union Employees are required to provide a doctor's note for an absence of three (3) or more consecutive workdays. When Sick Leave is taken on a day immediately before or after a paid holiday, Vacation Day, or other paid time off, a doctor's note is required.

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Council Member

Filed: April 20, 2022

Introduced: May 2, 2022

Amended:

Adopted: June 6, 2022

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