

COUNCIL OF THE TOWN OF INDIAN HEAD

Ordinance No. 04-01-18

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| Introduced By: | Mayor and Council |
| Date Introduced: | April 2, 2018 |
| Town Council Hearing: | None |
| Amendments Adopted: | None |
| Date Adopted: | May 7, 2018 |
| Date Effective: | May 27, 2018 |

AN ORDINANCE concerning

Amendment of Town Personnel Ordinance

FOR the purpose of amending the Town's Personnel Ordinance as required by the Maryland Healthy Working Families Act, to modify provisions relating to employee sick leave.

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BY repealing and reenacting, with amendments
Code of the Town of Indian Head (1990 edition as amended)
Chapter 25, PERSONNEL
Article 6. Leave Policy
Section 25-603

SECTION 1. BE IT ENACTED BY THE COUNCIL OF THE TOWN OF INDIAN HEAD, That Section 25-603 of Chapter 25, PERSONNEL, of the Code of the Town of Indian Head (1990 Edition as amended), Article 6. Leave Policy, is repealed and reenacted, with amendments, to read as follows:

CHAPTER 25 PERSONNEL

Article 6. Leave Policy

Section 25-603. Sick Leave

1. Each employee shall be credited with Sick Leave after it is earned at the following rates:

| REGULAR HOURS WORKED PER WEEK | AMOUNT ACCRUED PER WEEK |
|-------------------------------|-------------------------|
| 40 | 1.85 hours |
| 35 | 1.62 hours |
| 32.5 | 1.50 hours |

Sick Leave is earned regardless of the years of service. All other employees working less than 32.5 hours per week but 12 HOURS OR MORE ((more than 18

hours)) per week shall accrue Sick Leave in the amount of .04625 per each regular hour worked during the week regardless of the years of service.

2. Sick Leave shall be credited to an employee during his Introductory Period ((but shall not)) AND MAY be used ((until the employee is granted Career Status)) AFTER THE EMPLOYEE HAS WORKED FOR THE TOWN FOR 106 CALENDAR DAYS. Employees are eligible to use Sick Leave for the following reasons.

A. Personal Illness.

B. Visits to physicians, dentists, optometrist, etc. for examination.

C. Quarantine.

D. Family illness which shall include parent, spouse, or children who reside in the employee's household.

E. ALL OTHER REASONS ALLOWED UNDER THE FAMILY AND MEDICAL LEAVE ACT AND THE MARYLAND HEALTHY FAMILIES ACT.

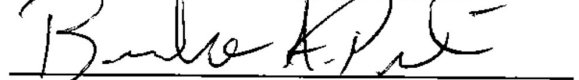
3. There is no maximum amount of Sick Leave which may be accrued.

4. Following resignation or retirement an employee, other than a Classified Service employee who has not been granted Career Service status, shall be compensated for one-fourth of all unused accrued Sick Leave.

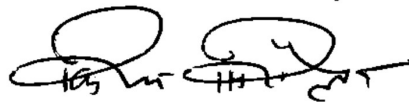
SECTION 2. AND BE IT FURTHER ENACTED, that this Ordinance shall be applied retroactively to January 1, 2018.

SECTION 3. AND BE IT FURTHER ENACTED, that this Ordinance shall become effective at the expiration of twenty (20) calendar days after its approval by the Council.

INDIAN HEAD TOWN COUNCIL



Brandon Paulin, Mayor



Ron Sitoula, Vice Mayor



Curtis Smith, Councilman

ATTEST:



Town Clerk

5/7/18
Date

Key:

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.
((Double Parenthesis)) indicate matter deleted from existing law.