

**COUNCIL OF THE CITY OF ABERDEEN**  
**Ordinance No. 18-O-18**

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**Date Introduced:** June 4, 2018

**Sponsored By:** Councilman Steven E. Goodin and Councilwoman Sandra J. Landbeck

**Amendments Adopted:**

**Public Hearing:** June 25, 2018

**Date Adopted:** July 9, 2018

**Date Effective:** July 30, 2018

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**AN ORDINANCE concerning**

**AMENDMENTS TO CITY'S PERSONNEL POLICY MANUAL  
SICK LEAVE PROVISIONS**

**FOR** the purpose of amending certain employee sick leave provisions in the Personnel Policy Manual for the City of Aberdeen to make a certain modifications required by the Maryland Healthy Working Families Act; and matters generally related to revisions to the City's Personnel Policy Manual.

**BY** repealing and re-enacting, with amendments  
Chapter 6. ATTENDANCE AND LEAVE  
Sick Leave  
City of Aberdeen Personnel Policy Manual

**EXPLANATION:**

CAPITALS INDICATE MATTER ADDED TO EXISTING LAW

((Double Parenthesis)) indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike-Out~~ indicates matter stricken from bill by amendment or deleted from the law by amendment.

\* \* \* indicates existing unmodified text omitted from Ordinance

**SECTION 1. BE IT ENACTED BY THE COUNCIL OF THE CITY OF ABERDEEN** that "Sick Leave" provisions of the City of Aberdeen Personnel Policy Manual, Chapter 6, ATTENDANCE AND LEAVE, are repealed and reenacted, with amendments, to read as follows:

CHAPTER 6 – ATTENDANCE AND LEAVE

Sick Leave

Full-time AND CERTAIN PART-TIME employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, or other physical incapacity or other short-term disability, occurring either on or off the job. No employee shall be permitted to use sick leave for any period spent on unauthorized leave.

Amount of Sick Leave

Full-time employees shall earn ((3.08)) 3.70 hours of sick leave per pay period, or 12 days per year. PART-TIME EMPLOYEES WHO REGULARLY WORK 12 OR MORE HOURS PER WEEK SHALL EARN SICK LEAVE IN THE SAME MANNER AS FULL-TIME EMPLOYEES, EXCEPT THAT THE RATE OF ACCRUAL SHALL BE PRERATED TO BE COMMENSURATE WITH THE NUMBER OF HOURS THE EMPLOYEE IS SCHEDULED TO WORK, USING A 40 HOUR WORK WEEK AS A BASIS FOR COMPUTATION. HOWEVER, IN NO EVENT SHALL A PART-TIME EMPLOYEE ACCRUE SICK LEAVE AT A RATE LESS THAN ONE HOUR OF SICK LEAVE FOR 30 HOURS WORKED.

Doctor's Certificate OR OTHER VERIFICATION

For sick leave in excess of three workdays ((, or for unscheduled sick leave immediately before or after a City holiday)), the supervisor, Department Head or City Manager may require a signed certificate from a health care provider verifying the employee's inability to perform his or her assigned duties because of illness during the period of absence and stating when an employee may return to work. The City Manager may prescribe the form of a medical care provider's certificate. FOR OTHER USE OF SICK LEAVE IN EXCESS OF THREE CONSECUTIVE WORKDAYS THE DEPARTMENT HEAD OR CITY MANAGER MAY REQUIRE REASONABLE VERIFICATION THAT THE LEAVE WAS USED APPROPRIATELY UNDER THIS SECTION.

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Abuse of Sick Leave

An employee may not use or claim sick leave for purposes other than the purposes outlined in this section. The Department Head or City Manager may require an employee to submit a signed certificate from a medical care provider OR TO PROVIDE OTHER VERIFICATION for use of sick leave for periods less than three days BUT MORE THAN TWO CONSECUTIVE DAYS if they suspect that the employee may be using sick leave for other than authorized purposes or otherwise is abusing sick leave.

Sick leave Use

Sick leave may be used by the employee ((in cases of illness, injury, accidents or other physical incapacity or doctor appointments for the employee, employee's spouse, other dependents, parents, grandparents, siblings and domestic partner)) FOR THE FOLLOWING PERMITTED PURPOSES: (1) TO CARE FOR OR TREAT THE EMPLOYEE'S MENTAL OR PHYSICAL ILLNESS, INJURY, OR CONDITION; (2) TO OBTAIN PREVENTIVE MEDICAL CARE FOR THE EMPLOYEE OR EMPLOYEE'S FAMILY MEMBER; (3) TO CARE FOR A FAMILY MEMBER WITH A MENTAL OR PHYSICAL ILLNESS, INJURY, OR CONDITION; OR (4) FOR MATERNITY OF PATERNITY LEAVE; OR (5) IF: (I) THE ABSENCE FROM WORK IS NECESSARY DUE TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING COMMITTED AGAINST THE EMPLOYEE OR THE EMPLOYEE'S FAMILY MEMBER; AND (II) THE LEAVE IS BEING USED: 1. BY THE EMPLOYEE TO OBTAIN FOR THE EMPLOYEE OR THE EMPLOYEE'S FAMILY MEMBER: A. MEDICAL OR MENTAL HEALTH ATTENTION THAT IS RELATED TO THE DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING; B. SERVICES FROM A VICTIM SERVICES ORGANIZATION RELATED TO THE DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING; OR C. LEGAL SERVICES OR PROCEEDINGS RELATED TO OR RESULTING FROM THE DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING; OR 2. DURING THE TIME THAT THE EMPLOYEE HAS TEMPORARILY RELOCATED DUE TO THE DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING.

FAMILY MEMBERS FOR WHOM AN EMPLOYEE MAY USE SICK LEAVE FOR PERMITTED PURPOSES ARE: 1) A BIOLOGICAL CHILD, AN ADOPTED CHILD, A FOSTER CHILD, OR A STEPCHILD OF THE EMPLOYEE; 2) A CHILD FOR WHOM THE EMPLOYEE HAS LEGAL OR PHYSICAL CUSTODY OR GUARDIANSHIP; 3) A CHILD FOR WHOM THE EMPLOYEE STANDS IN LOCO PARENTIS, REGARDLESS OF THE CHILD'S AGE; 4) A BIOLOGICAL PARENT, AN ADOPTIVE PARENT, A FOSTER PARENT, OR A STEPPARENT OF THE EMPLOYEE OR OF THE EMPLOYEE'S SPOUSE; 5) THE LEGAL GUARDIAN OF THE EMPLOYEE; 6) AN INDIVIDUAL WHO ACTED AS A PARENT OR STOOD IN LOCO PARENTIS TO THE EMPLOYEE OR THE EMPLOYEE'S SPOUSE WHEN THE EMPLOYEE OR THE EMPLOYEE'S SPOUSE WAS A MINOR; 7) THE SPOUSE OF THE EMPLOYEE; 8) A BIOLOGICAL GRANDPARENT, AN ADOPTED GRANDPARENT, A FOSTER GRANDPARENT, OR A STEPGRANDPARENT OF THE EMPLOYEE; 9) A BIOLOGICAL GRANDCHILD, AN ADOPTED GRANDCHILD, A FOSTER GRANDCHILD, OR A STEPGRANDCHILD OF THE EMPLOYEE; OR 10) A BIOLOGICAL SIBLING, AND ADOPTED SIBLING, A FOSTER SIBLING, OR A STEP SIBLING OF THE EMPLOYEE.

At the end of employment, an employee shall be not be compensated for earned but unused sick leave.

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1       **SECTION 2: AND BE IT FURTHER ENACTED** that this Ordinance shall apply  
2 retroactively to February 11, 2018.

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4       **SECTION 3: AND BE IT FURTHER ENACTED** that this Ordinance shall become  
5 effective twenty (20) calendar days following its adoption.

**COUNCIL OF THE CITY OF ABERDEEN**



Patrick L. McGrady, Mayor



Steven E. Goodin, Councilman



Sandra J. Landbeck, Councilwoman



Timothy W. Lindecamp, Councilman



Melvin T. Taylor, Councilman

**ATTEST:**

**SEAL:**



Monica A. Correll, City Clerk

Date

*July 9, 2018*