

RESOLUTION NO. 23-07

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S PERSONNEL POLICIES RELATED TO THE SICK LEAVE BANK; PROVIDING THAT PARTICIPANTS IN THE DROP SHALL BE ENTITLED TO A PAYOUT OF UP TO 250 HOURS PER YEAR FOR EACH YEAR THEY ARE IN THE DROP; REPEALING ALL POLICIES IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED by the City Council of the City of Panama City Beach, that the amendments to Section 6.3 of the City's Personnel Policies related to the Sick Leave Bank (SK1), as presented in Exhibit A attached and incorporated to this Resolution, are hereby adopted.

AND BE IT FURTHER RESOLVED that all policies or resolutions or parts of resolutions or policies in conflict herewith are repealed to the extent of such conflict.

This Resolution shall take effect January 1, 2023.

PASSED, APPROVED and ADOPTED in regular session this 13th day of October 2022.

**CITY OF PANAMA CITY BEACH,
FLORIDA**

By 
Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, City Clerk

Exhibit A

6.3 SICK LEAVE BANK (SK1)

This section applies only to those employees who have banked sick leave hours remaining prior to the conversion of the sick leave program on June 1, 2017.

When using these hours, they shall be charged in fifteen (15) minute minimum increments. Should holidays occur during the sick leave period, the holidays shall not be chargeable to banked sick leave.

To receive compensation while absent on sick leave, the employee shall notify his/her immediate supervisor or Department Head prior to his/her scheduled start time to report the absence. An employee operating on a 24-hour basis must notify the department within the time limit established by the department. This provision may be waived if the employee submits evidence that it was impossible to give such notification. The Department Head may request a physician's statement to verify the illness of an employee or member of an employees' family.

Sick bank hours may only be used when all PTO has been exhausted and the employee is still out for the reasons listed below:

Personal injury, pregnancy, illness, or disability not connected with work and also for workers' compensation and reasons granted under FMLA.

Medical, dental, optical or chiropractic examination or treatment.

Exposure to a contagious disease which would endanger others as recommended by a physician.

Illness of a member of the employee's immediate family which requires the personal care and attention of the employee. The employee's immediate family shall include the following for either the employee or spouse: parent, sibling, spouse, children, nieces, nephews, stepparent, stepchildren, stepsibling, half-sibling, father and mother-in-law, daughter-in-law, son-in-law, aunts, uncles, grandchildren and grandparents.

Banked sick leave shall not be used if an employee submits a resignation and then prior to the last day of work requests sick leave bank hours, unless a medical certificate is provided certifying that such absence was occasioned by illness that prevented the employee from working. Likewise, employees who have officially

provided a future retirement date shall not be allowed to use more than ten (10) days of banked sick leave per calendar year in order to maintain workforce integrity. Additional time may be granted with proper medical certification.

SK1 PAYOUT

Regular full-time employees who were employed on or before January 1, 1998, will be paid for not more than 2080 (2756 for line firefighters) accumulated sick leave hours upon separation. A line firefighter changing to a 2080 annual hour employee, will not be paid for more than 2080 hours under this rule.

Regular full-time employees hired after January 1, 1998 but before August 1, 2001, are eligible for not more than 500 hours of accrued sick leave upon separation.

Regular full-time employees hired after August 1, 2001 but before June 1, 2017 are eligible to be paid for accrued sick leave upon separation based on the following schedule not to exceed the cap of 500 hours paid:

YEARS OF SERVICE COMPLETED	ACCRUED SICK LEAVE PAID UPON SEPARATION
1-9	0%
10-14	50%
15-19	75%
20+	100%

Regular full-time employees hired after June 1, 2017 are not eligible to be paid for accumulated sick leave upon separation.

Employees who are participants in the Deferred Retirement Option Plan (DROP) may apply each year they are in the DROP for an early payout of up to ~~20% of their maximum hours eligible to be paid out as of June 17, 2017 (i.e., the hours frozen)~~ or 200 250 hours of their accumulated sick leave, ~~whichever is more~~. The deadline for such annual application shall be at least 30 days prior to the desired payout date.

Payouts shall not be affected during any pay period in which the applicant has accrued overtime.