

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: USE OF VACATION WHILE ON
SICK LEAVE

Date Adopted: July 1, 1972

File 3.92
Number

POLICY OBJECTIVE

To allow an employee to use a certain number of vacation days while on an extended sick leave so that the maximum accrual of vacation days is not exceeded and days lost.

ASSIGNED RESPONSIBILITY

Department of Finance, Personnel Office

APPLICABILITY

Applicable to all officers and employees of the City of Eureka who have accrued the maximum thirty (30) days vacation and who are on sick leave for periods of time such that they would normally lose their vacation days accrued above the maximum.

PROCEDURES

- A. An employee or officer of the City who is off work on an extended sick leave and who has accrued the maximum number of vacation days (30) may be allowed to use one to two days vacation per month in lieu of sick leave to prevent the employee from losing the vacation time due to illness.
- B. Employees who meet the above criteria and who wish to apply the vacation days to sick leave rather than losing the time must submit their request to the Personnel Officer
- C. The Personnel Officer shall, upon request by the department, arrange with the Department of Finance to charge the vacation days off so that vacation days above the maximum are not lost.