

**PROMULGATED RULE**

**CITY OF PELHAM, ALABAMA CIVIL SERVICE LAW**

TITLE:       SICK LEAVE BANK

The following rule is hereby promulgated by the Personnel Board of the City of Pelham, Alabama to be established as standard operating procedure immediately upon its passage by the Board.

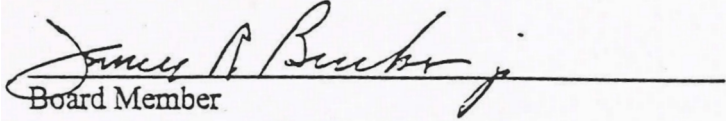
A SICK LEAVE BANK is hereby authorized and established for the use of full-time, classified employees who elect to become members of said SICK LEAVE BANK and who comply with the requirements and rules hereinafter established.

Any full-time, classified employee of the city may become a member of the SICK LEAVE BANK by agreeing to permanently transfer five (5) accumulated sick days from their personal sick leave reserve into the SICK LEAVE BANK. Upon application for retirement from the City, these five (5) sick days will be transferred back into the account of the retiring employee. Probationary employees may elect to become members of the SICK LEAVE BANK once they have accumulated five (5) sick days in their personal leave account.

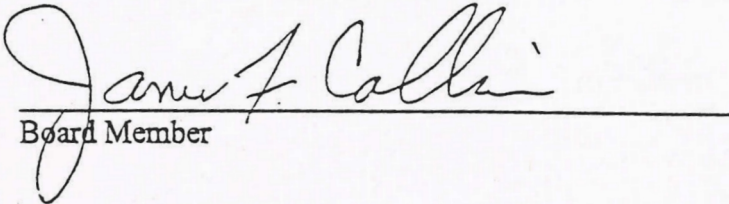
Any full-time, classified employee of the City, who is a member of the SICK LEAVE BANK and has expended all available accumulated Leave in accordance with the procedures for the use of paid Leave established by the Civil Service Law, may apply to the Mayor for permission to draw up to a maximum of twenty-five (25) work days (which equals 200 hours) per any consecutive twelve (12) month period from the SICK LEAVE BANK. All Civil Service rules regarding use of sick leave must be complied with for all sick leave usage including any use of time from the SICK LEAVE BANK.

Upon return to active duty following any use of time from the SICK LEAVE BANK, an employee will pay back all time drawn from the SICK LEAVE BANK by having his or her monthly accumulation of Sick Leave deleted from their personal Sick Leave account and transferred back into the SICK LEAVE BANK until such time as the total time drawn from the SICK LEAVE BANK has been repaid. If an employee discontinues employment with the City prior to full pay-back of time owed to the SICK LEAVE BANK, the total remaining time owed will be deducted from the employee's final compensation check.

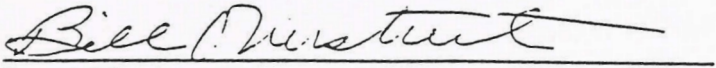
Approved by the personnel board, this the 29<sup>th</sup> day of January, 2002.



Board Member



Board Member



Board Member