



TOWN OF FOXBOROUGH
PERSONNEL POLICIES

SICK LEAVE, SICK BANK AND SICK BUYBACK

EMPLOYEE SICK LEAVE

1. After the completion of a six (6) month probation period, an employee shall be granted ten and one-half (10.5) sick days, pro-rated based on average daily hours for the previous six (6) months of service.
2. After completion of a six (6) month probation period, sick leave shall accrue at 1.75 sick days per month, pro-rated based on average daily hours for each full month of employment, and shall be cumulative to 264 days or the pro-rated equivalent.
3. The Appointing Authority, the Department Head and/or Town Manager may require a physician's certificate and/or fitness for duty certification from the Town's occupational health provider in the event of a period of absence from work of three (3) or more consecutive work days due to illness to illness or injury.

FAMILY SICK LEAVE

After one (1) year of continuous service, an employee may utilize up to (10) accrued sick leave days per year, pro-rated based on average daily hours, for illness in the immediate family or for an employee's wellness/dental appointments. This shall be deducted from the employee's accrued sick leave.

Coordination of Sick Leave and Workers Compensation

1. Any employee covered by these Personnel Policies who is incapacitated by reason of an injury sustained in the course of and arising out of employment by the Town will utilize up to 2 accrued sick days in a work week (or the pro-rated equivalent) to help offset the difference between their normal work week's compensation and the weekly indemnity payment under the Workers' Compensation Act, beginning with the first day of the incapacity.
2. All medical bills incurred as a result of such injury shall be subject to the compensation rates. Return to work shall be based on the written opinion of a physician.

SICK LEAVE BANK

Employees covered by these Personnel Policies who exhaust their accrued sick time may apply for sick leave from the Sick Leave Bank. The Sick Leave Bank shall be established as follows:

1. In order to participate in the Sick Leave Bank and become a member of the Bank, each employee shall contribute on July 1 or upon completion of probationary period, and each July 1 thereafter, three (3) days from his or her sick leave accumulation to the sick bank in order to fund the bank. A day is defined as eight (8) hours. Employees who fail to contribute sick days on, or who fail to make required contributions in any subsequent fiscal year, shall thereafter cease to be members of the Bank and shall be ineligible to participate in the Sick Leave Bank. Notwithstanding the foregoing, in the event that a member of the bank has been compelled, due to documented illness or injury, to utilize all of his/her sick days in the previous fiscal year, said member may apply to the Sick Leave Board for a waiver of the contribution requirement for that fiscal year, in order to maintain membership in the Bank.
2. Sick days donated to the bank will not be counted as sick time usage at the time of donation, but said days will be deducted from the contributing member's sick leave balance.
3. As soon as practicable following July 1 of each year, the Administration shall transmit the list of employees making contributions and amount of the contributions to the Assistant Town Manager.
4. All unused days in the Sick Leave Bank shall carry over to the next year. In the event that the bank reaches 240 days, members shall cease contributing annual sick days to the bank until such time as the number of days in the bank falls below 240. In the fiscal year in which members' donations will cause the bank to reach or exceed 240 days, the number of days to be contributed by each member shall be reduced, if necessary, so that the bank does not exceed 240 days by any more days than necessary.
5. If the Sick Leave Bank is exhausted during a fiscal year, it shall be renewed by each member's mandatory contribution of one (1) additional sick day at that time.
6. A sick bank leave bank board ("Board") shall be established annually consisting of three (3) members: two (2) members covered by these Personnel Policies (other than the Town Manager and Assistant Town Manager, and one (1) Personnel Board member designated by the Town Manager. In the event that the member applying to the Sick Leave Bank is a member of the Board, an alternate shall be designated by the other employees subject to these Personnel Bylaws, except the Town Manager and Assistant Town Manager. A majority vote of the members of this committee shall be necessary to grant sick leave under this article.
7. Any member of the Sick Leave Bank seeking to utilize from the sick bank must petition the Board in writing. The petition must be accompanied by written documentation from the member's doctor confirming that the member is under doctor's care, the severity of the employees' condition, and the expected length of injury/illness. This medical information shall be considered confidential and shall not be released to any party except on a need to know basis or with written authorization from the applicant.

8. Subject to the provisions in this policy, the Board shall determine eligibility and amount of leave granted based only on adequate medical evidence, including diagnosis and prognosis of serious and/or prolonged illness or injury and expected date of return and the member's attendance and relevant employment records.
9. Upon application to the Sick Leave Bank, the Board shall hold a hearing within five (5) business days and issue its decision in writing within five (5) business days of the hearing. The applicant shall be notified of the hearing and given the opportunity to appear before the Board at such hearing.
10. Any initial grant of sick leave by the Board shall not exceed thirty (30) sick days. If need continues, re-application to the Board may be made for two (2) extensions, up to a maximum of thirty (30) sick days for each such extension. Notwithstanding the foregoing, the Sick Leave Board agrees to give due consideration to any unusual or unique circumstance and for hardship resulting from prolonged illness or accident.
11. The granting of sick time from said bank will not be arbitrary or capricious.

SICK LEAVE BUYBACK

1. Employees hired on or before June 30, 2017 who are eligible to retire from the Town of Foxborough after continuous employment shall be paid a percentage of the value of their unused sick leave, not to exceed 264 days, at the time of retirement, as follows:
 - 10 years- 15%
 - 15 years - 20%
 - 20 years - 25%
2. It is to be understood that the payment of any amount under this rule will not change the employee's pension benefit.
3. Any employee whose service with the Town is involuntarily terminated, shall not be entitled to any unused sick leave compensation, nor shall there be any compensation upon retirement for leave acquired through the sick bank.

Adopted by the Foxborough Board of Selectmen

Date: January 10, 2017


Approved by William G. Keegan, Jr., Town Manager

Date: 1/11/2017