

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.42 (23.5)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 07/22/08

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES
SICK LEAVE REWARD POLICY**

SUPERSEDES: 07/01/05

I. PURPOSE

The Sick Leave Reward Policy is established to provide benefits to certain retiring employees who have used their sick leave wisely.

II. DEFINITION

For the purpose of this Policy, "retirement" shall be defined as leaving the City's employment and immediately drawing monthly retirement benefits under the Virginia Retirement System (VRS).

III. ELIGIBILITY

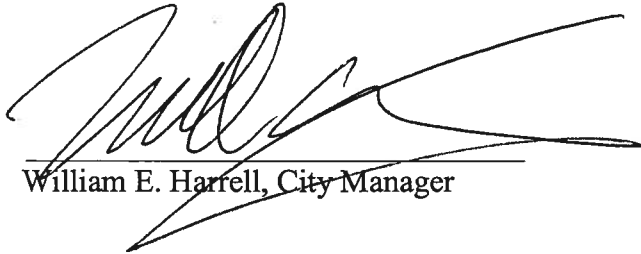
All regular full-time employees who retire from the City's employment and have fifteen or more years of City service are covered by the provisions of this Policy.

IV. POLICY

- A. Employees who retire with fifteen or more years of City service under the Service or Regular Disability Retirement provisions, as defined by VRS, will receive payment of 25% of their unused sick leave balance up to a maximum of \$7,500.
- B. Employees who retire with fifteen or more years of City service under the Work-Related Disability Retirement provisions, as defined by VRS, will receive payment for 25% of their unused sick leave balance up to a maximum of \$11,500.
- C. All calculations of this benefit will be based on the eligible employee's rate of pay at the time of retirement.
- D. The maximum payment amount provided under this Policy will be reviewed every two years. Increases in the maximum payment amount will be determined upon consideration of current economic indicators and annual pay increases granted to City employees.
- E. Any unused sick leave not paid out to the employee upon retirement will be donated to the City's Sick Leave Bank.

V. SICK LEAVE CALCULATION UPON RETIREMENT FOR SWORN FIRE PERSONNEL WORKING A FIFTY-SIX HOUR WORK WEEK

Accrued sick leave balances prior to July 1, 2008 (under the 24 hours per month standard) for sworn fire personnel working a fifty-six (56) hour work week shall be calculated by multiplying said balance by forty-six and six sevenths (46.67) percent and adding it to any balance accrued at the rate of 11.2 hours per month beginning July 1, 2008.



William E. Harrell, City Manager

7/22/08
Date