



**CITY OF PALM COAST
SICK LEAVE CONVERSION PROGRAM
ELIGIBILITY RULES AND EMPLOYEE
NOTIFICATION REQUIREMENTS**

The City of Palm Coast will allow City employees eligible for sick leave accruals, who meet certain requirements, to use up to 40 hours of accrued sick leave per fiscal year to buy technology and/or wellness equipment from an authorized list approved by the City Manager or his/her designee. In April, August, or December, and at no other time, an employee whose sick leave balance exceeds 180 hours (252 hours for 24/48 Fire) if the employee has short term disability coverage OR 240 hours (336 hours for 24/48 Fire) if the employee does not have short term disability coverage, may choose to convert a portion of their sick leave balance for the purchase of technology and/or wellness equipment from the authorized list. The City reserves the right to approve or disapprove the reimbursement of any particular item.

ELIGIBILITY RULES

- Employees may use up to 40 hours of accrued sick leave per fiscal year to buy City approved technology and/or wellness equipment.
- Employees must maintain a balance of 180 (252 for 24/48 Fire) hours (if he/she has short term disability coverage) or 240 (336 for 24/48 Fire) hours (if he/she does not have short term disability coverage) after conversion of accrued sick leave.
- Employees who are members of a bargaining unit are eligible to participate in this program only if it is included in the labor contract approved for the bargaining unit.
- Amount of accrued sick leave can be converted up to 3 times a fiscal year (designated months of April, August or December).
- Purchased item(s) must be included in the list of authorized purchases to be eligible for reimbursement.
- The item(s) must be purchased within 6 months prior to eligibility period (designated months of April, August, or December). The valid receipt(s) must show item(s) purchased, item(s) price, store(s) name and date/time of purchase.
- Employee will receive reimbursement for the purchase amount (up to the value of the converted 40 sick leave hours) OR a lesser amount that will keep the employee's sick leave balance at 180 (252 for 24/48 Fire) hours (if he/she have short term disability coverage) or 240 (336 for 24/48 Fire) hours (if he/she does not have short term disability coverage).
- Standard sales tax is not covered by this program, unless items are purchased from stores within Flagler County or online from a company that has a store located in Flagler County.
- Shipping cost is not covered by this program.
- This program is subject to change or cancellation.

PROCEDURE

- Three times per year, the Human Resource Division will send an email to all employees and post on all City bulletin boards, an announcement detailing the election period for the Sick Leave Conversion Period. Employees shall have a minimum of two (2) weeks to elect participation in the program.
- Employee may check current sick leave balances by clicking on "Time Off" in Employee Self Service, or checking the balance at the bottom of their earnings statement. Please note: time requested but not taken will not be reflected in balances and actual accrual amounts will be verified by Human Resource staff.
- To request participation in the Sick Leave Conversion Program, an employee must complete the request form and return the completed form with attached receipt(s) for City approval no later than 5:00 p.m. on the closing date of the employee election period.



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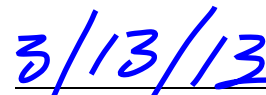
- In order to be eligible, the item(s) must have been purchased within the 6 months prior to election period (designated months of April, August, or December). The valid receipt(s) must show item(s) purchased, item(s) price, store(s) name and date\time of purchase.
- Payment of converted sick leave shall be made payable to employees through payroll and in accordance with current City reimbursement procedures.
- Standard payroll taxes and other deductions apply.

EMPLOYEE REQUIREMENTS

- Each employee is responsible for monitoring email and bulletin boards for announcements concerning the Sick Leave Conversion Program.
- Employees are also responsible for notifying the Human Resource Division as to their desire to participate in the conversion plan for any particular period.
- Failure by an employee to notify the Human Resource Division by the date required in the email or bulletin board notification may exclude that employee from participating in the Conversion Program for that period. The Human Resource Division will assist any employee in determining their eligibility to participate in the program.
- Valid purchase receipt with a date of purchase within the 6 months prior to election period (designated months of April, August, or December) must be attached to the form at the time of the election. The valid receipt must show item(s) purchased, item(s) price, store(s) name and date\time of purchase.
- Items purchased through the Sick Leave Conversion Program shall be sole property of the employee. The City will not be responsible for setup, maintenance or troubleshooting, related to such item(s).
- Participation on this program is voluntary. The employee assumes full responsibility for any risks or loss, property damage, or personal injury to employee, spouse or heirs, including death that may be sustained by employee, employees' spouse or heirs, or loss or damage to property owned by employee, employee's spouse or heirs as a result of participation in this program.
- Each employee participating must complete a City of Palm Coast Declaration for Conversion of Unused Sick Leave form.



Jim Landon, City Manager



Date