

# **Action Item**

**Lincoln Trail Libraries System  
March 17, 2008**

**Action Item No.:** 2008-20

**Subject:** Revision of LTLS Personnel Policy

**Recommended by:** Staff

**Adopted:**

## Staff Recommendation:

The staff recommends that Section V: Benefits (Sick Leave) of the Personnel Policy be revised as follows (revised part is underlined):

At retirement, LTLS will pay for one-half of the employee's accumulated sick leave, up to a maximum of 60 working days (450 hours).

An employee who has submitted a formal letter of retirement may request payment for their accumulated sick leave to be paid in equal installments up to a maximum 6 months prior to the retirement date. Payments for accumulated sick leave are made as part of the employee's regular compensation. A request for installment payments for accumulated sick leave must be made in writing to the Executive Director. The Executive Director may approve such requests provided that: 1) no payment for accumulated sick leave shall be paid more than 6 months prior to the planned retirement date; and 2) the employee's sick leave balance must be adequate to cover any unexpected sickness through the employee's retirement date.

## Note:

The Personnel Policy currently provides for the payment of a portion of accumulated sick leave upon retirement. Currently such payments are made as a lump sum payment upon retirement. The proposed change will enable the Executive Director to pay accumulated sick leave in multiple payments up to six months prior to retirement provided that the employee has adequate sick leave to cover any unanticipated sickness before their retirement.