

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 95.90	Issue 6	Page 1 of 4
UNUSED SICK LEAVE AND ACCRUED ANNUAL LEAVE REIMBURSEMENT	Effective Date August 24, 2018		

1. PURPOSE

- 1.1. To promulgate eligibility and procedural guidelines for accrual and reimbursement of unused *Sick Leave* and payoff of *Annual Leave* upon retirement or termination.

2. SCOPE

- 2.1. This regulation applies to all City departments.

3. DEFINITIONS

- 3.1. Annual Leave – Compensated leave for those eligible employees who are absent from duty because of illness, injury, death in the family, medical or dental care appointments, or personal business, or who utilize the time off as personal vacation.
- 3.2. Sick Leave – The necessary absence from duty of an employee on account of illness, injury, or exposure to contagious disease suffered by the employee, or the serious disability of the employee while on a scheduled leave, or absence authorized for medical or dental care.
- 3.3. Hourly Sick Leave (AB 1522) – Hourly employees, regardless of classification, who receive no paid Annual Leave or other paid leave, are entitled to a paid sick leave benefit in accordance with Civil Service Rule X (Section 12).

4. POLICY

- 4.1. Eligible Employees may not cash out *Hourly Sick Leave (AB 1522)* while employed or upon termination, resignation, retirement, or other separation from City employment. However, if an Eligible Employee separates from City employment and is rehired within one year from the date of separation, the City will reinstate previously accrued and unused *Hourly Sick Leave (AB 1522)*.

(Supersedes Administrative Regulation 95.90, Issue 5, effective January 1, 2008)

---

Authorized

[Signature on File]

---

CHIEF OPERATING OFFICER

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 95.90	Issue 6	Page 2 of 4
UNUSED SICK LEAVE AND ACCRUED ANNUAL LEAVE REIMBURSEMENT	Effective Date August 24, 2018		

- 4.2. Employees hired prior to July 1, 1975, shall be entitled, upon termination, to convert unused *Sick Leave* credit to pay by meeting the eligibility requirements described in Section 4.5.1.
- 4.3. Terminating eligible employees shall be entitled to pay in lieu of accrued *Annual Leave* subject to Section 4.5.2.
- 4.4. Funds set aside for deferred payment of unused *Sick Leave* or *Annual Leave* accumulation shall be deemed to be City funds. Such funds shall be available for general municipal purposes until disbursed pursuant to this regulation.
- 4.5. Eligibility
- 4.5.1. **UNUSED SICK LEAVE** – An employee hired prior to July 1, 1975, shall be reimbursed for his/her unused accumulated *Sick Leave* credit at his/her rate of pay at termination, subject to the following conditions:
- a. Upon Retirement: Regardless of length of service or status, at 50% of his/her pay rate at the time of termination.
  - b. Upon Death: Regardless of length of service or status, at 50% of his/her pay rate, payable in a lump sum to the beneficiary of his/her City-paid life insurance.
  - c. Upon Termination (Other than Retirement, Death or Discharge): Provided the employee has completed a minimum total of five years of active salaried service in 1/2, 3/4, or full-time status, at 25% of his/her pay rate, payable in a lump sum. Leave without pay shall not be counted as active service.
- 4.5.2. **ANNUAL LEAVE** – Terminating employees are entitled to pay in lieu of accrued *Annual Leave* as provided in Civil Service Rule X, Section 3, and specified in Index Code I-2 of the Personnel Manual. The pay rate for *Annual Leave* payoffs shall be the employee's rate at the time of termination, and the conditions shall be as follows:
- a. Upon Retirement: Employees shall receive a lump sum payment upon retirement.
  - b. Upon Death: A lump sum payment will be made to the beneficiary of the employee's City-paid life insurance.
  - c. Upon Termination (Other than Retirement or Death): A lump sum payment will be made to the terminating employee.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number 95.90	Issue 6	Page 3 of 4
UNUSED SICK LEAVE AND ACCRUED ANNUAL LEAVE REIMBURSEMENT	Effective Date August 24, 2018		

5. RESPONSIBILITY

5.1. Requesting Department

5.1.1 *Sick Leave* and *Annual Leave* credits are calculated by department and included in the Payoff Identification Form AC-423.

5.1.2 Forward the Payoff Information Form AC-423 to the Personnel Department together with all other required termination forms.

5.1.3 Department retains one copy of all forms for department file.

5.2. Personnel Department

5.2.1 Verifies and approves all calculations.

5.2.2 Resolves any disagreement or problem with department and employee.

5.2.3 The Personnel Department retains one copy of Form AC-423 and forwards the original form to the Office of the City Comptroller together with all other required termination forms.

5.3. Office of the City Comptroller

5.3.1 Compares Form AC-423 calculations against actual payout calculated by the payroll system to determine any discrepancies.

5.3.2 Notifies department or the Personnel Department of any discrepancies in order to take corrective action.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT  UNUSED SICK LEAVE AND ACCRUED ANNUAL LEAVE REIMBURSEMENT	Number 95.90	Issue 6	Page 4 of 4
			Effective Date August 24, 2018

APPENDIX

Legal References

Civil Service Rule X  
Ordinance 11628 (New Series)  
Ordinance 15553 (New Series)

Forms

CS 14-25A25A, Request for Leave of Absence  
AC-423, Payoff Identification

Subject Index

*Annual Leave* Reimbursement  
Personnel  
Retired Employees *Annual Leave* Payoff  
*Sick Leave* (Unused) Reimbursement

Administering Department

Personnel Department