

## RESOLUTION NO. 1337-25

### A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, AMENDING CERTAIN PROVISIONS OF THE PERSONNEL RULES OF THE CITY OF PAGE.

WHEREAS, the Page City Code §33.42 Rules and Regulations, provides that the City's Personnel Rules may be amended from time to time; and

WHEREAS, the City Council desires now to update §§8.2 and 8.3 of the Personnel Rules.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA, as follows:

Section 1. The following revisions are hereby approved and conforming modifications shall be made to §8.2(A) of the Personnel Rules:

#### SECTION 8.2

##### SICK LEAVE

Accrued sick leave with pay shall be granted to all employees. Sick leave shall not be considered as a right which an employee may use at his/her discretion, but shall be allowed only in ~~case of necessity~~accordance with A.R.S. 23-373 and this policy. Employees capable of performing light duty shall so advise their department head who may make these arrangements. ~~Unnecessary or unapproved~~Abuse or misuse use of sick leave shall be cause for disciplinary action. When an employee is sick while on vacation, the day may be changed to a sick day if a physician's certificate is provided. ~~Sick leave may be used for the same purposes as allowed by FMLA leave.~~ Sick leave is not accrued while on unpaid leave, including FMLA and Worker's Compensation. The City prohibits employees from being retaliated or discriminated against for exercising their rights to paid sick leave.

##### A. COMPENSATION WHILE ABSENT ON SICK LEAVE

~~In order to receive compensation while absent on~~ When the need for paid sick leave is foreseeable, the employee must make a good-faith effort to request the time off in advance and must make every effort to schedule the time off in a manner that does not unduly disrupt City business. If the need for paid sick leave is not foreseeable, the employee must contact their supervisor as soon as possible, which, absent exigent circumstances, generally means within hours of when the need for leave arose, but in any event, prior to the start of an employee's shift. ~~sick leave, the employee shall notify his/her immediate supervisor, the City Manager or designee prior to or within ½ hour of the time set for beginning his/her daily duties or as set by Department rules and regulations. Every effort shall be made to contact the immediate supervisor prior to contacting the City Manager or designee. The employee may be required to file a physician's certificate or a personal affidavit with the City Manager stating the~~

~~cause of absence.~~ After three (3) consecutive work days a supervisor may require a physician's certificate upon returning to work, but after five (5) consecutive work days, a certificate is mandatory.

**Section 2. The following paragraph is hereby approved to be added to §8.3 of the Personnel Rules:**

For FMLA leave specific to birth, placement, and bonding with a child, the leave must be continuous. The City does not allow intermittent leave for this type of FMLA leave.

**Section 3. All resolutions or rules or parts thereof in conflict with the provisions of this Resolution are hereby repealed.**

**Section 4. The City Clerk is hereby authorized to correct typographical and grammatical errors, as well as errors of wording and punctuation, as necessary; and the City Clerk is authorized to make formatting changes needed for purposes of clarity and form, if required.**

**PASSED AND ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF PAGE, COCONINO COUNTY, ARIZONA this 13<sup>th</sup> day of August, 2025, by the following vote:**

Ayes	<u>7</u>
Nays	<u>0</u>
Abstentions	<u>0</u>
Absent	<u>0</u>



**CITY OF PAGE**

By Steven R. Kideen  
Mayor

**ATTEST:**

[Signature]  
CITY CLERK

**APPROVED AS TO FORM:**

[Signature]  
CITY ATTORNEY