

A RESOLUTION OF THE CITY OF MARIETTA, OKLAHOMA AMENDING THE PERSONNEL POLICIES OF THE CITY REGARDING SICK LEAVE ACCRUAL, AND ADVANCEMENT OF SICK LEAVE FOR EMERGENCY CIRCUMSTANCES; PROVIDING FOR REPEALER; PROVIDING FOR SEVERABILITY; AND DECALARING AN EFFECTVE DATE.

WHEREAS, the City of Marietta recognizes the importance of maintaining a fair and consistent sick leave policy for all municipal employees; and

WHEREAS, the City Council finds it necessary to amend the current sick leave policy to establish guidelines regarding the accrual and use of sick leave, including the limited advancement of sick leave balances during verified emergency circumstances; and

WHEREAS, the City Council desires to promote continuity of municipal operations while providing reasonable flexibility to employees experiencing unforeseen medical or family emergencies.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marietta:

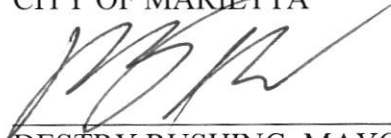
1. The City Personnel Policy regarding sick leave is hereby amended to provide that full-time employees shall accrue sick leave in accordance with the schedule established by the City. Employees may utilize accrued sick leave for personal illness, injury, medical appointments, or qualifying family medical circumstances as authorized by policy.

In the event of a documented emergency circumstance approved by the City Manager or Department Head, an employee may be permitted to utilize sick leave in advance of accrued balances, not to exceed one hundred sixty (160) hours. Any negative sick leave balance shall be repaid through future sick leave accruals before additional sick leave benefits become available. Separation from employment prior to repayment of advanced sick leave may result in payroll deduction or reimbursement obligations to the extent permitted by law and City policy.

2. All resolutions, policies, or parts thereof in conflict with the provisions of this Resolution are hereby repealed to the extent of such conflict.
3. If any section, sentence, clause, or portion of this Resolution is determined to be invalid or unconstitutional by a court of competent jurisdiction, such determination shall not affect the validity of the remaining portions of this Resolution.
4. This Resolution shall become effective immediately upon its passage and approval.

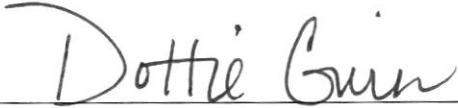
PASSED by the City Council and **SIGNED** by the Mayor this 12th day of May 2026.

CITY OF MARIETTA



DESTRY RUSHING, MAYOR

ATTEST



DOTTIE GWIN, CITY CLERK



A full-time employee can use limited advancement of unearned sick leave ("Advanced Sick Leave") under the following conditions:

1. The employee has completed at least six (6) months of continuous service.
2. The employee has exhausted all accrued sick leave.
3. The employee has a serious health condition, illness, injury.
4. The employee must care for an immediate family member who has a serious health condition.
5. The employee is recovering from surgery, hospitalization, or other medically necessary treatment.
6. The employee has other emergency circumstances as determined by the Mayor and/or City Administrator.
7. Advanced Sick Leave shall not exceed one hundred sixty (160) hours.
8. No employee's sick leave balance shall be reduced below a negative one hundred sixty (160) hours.
9. The employee must submit a request in writing to the Department Head. If required by the Department Head, the employee must submit a medical certification or other supporting documentation.
10. Approval of Advanced Sick Leave is discretionary and subject to authorization by the Department Head, Mayor, and/or City Administrator.
11. Any Advanced Sick Leave granted shall be repaid through future sick leave accruals.
12. An employee shall not be eligible to use additional sick leave until the negative balance is restored to zero unless otherwise required by law.