



Department of Employee Relations

**Tom Barrett**  
Mayor

**Maria Monteagudo**  
Director

**Renee Joos**  
Employee Benefits Director

**Nicole M Fleck**  
Labor Negotiator

August 17, 2017

MEMORANDUM

**TO:** Personnel Officers, Payroll Clerks

**FROM:** Nicole Fleck, Labor Negotiator

**RE:** Administration of the Sick Leave Control Incentive Payment (SLCIP) – Paid Leave (062)

A question has come to DER regarding how the SLCIP 8 hour paid leave incentive should be administered. The question arose because it came to the attention of the Comptroller's Office that 062 was being approved for increments of less than 8 hours. Upon review of the Ch. 350-37-15c of the Milwaukee Code of Ordinances DER has concluded that 062 should be scheduled the same way vacation is scheduled as allowed by departmental rules. This allows the appointing authority to consider the request for time off in relation to departmental operations and staffing levels. Please see the pertinent Ch. 350 language below:

“Special incentive leave time shall be administered like vacation and shall be subject to scheduling approval by the department head.”

Consequently 062 time can be scheduled in increments of less than 8 hours provided that departmental vacation scheduling policies allow it.

If you have questions regarding this memo please contact me at x3371.

