

9. LEAVE ACCRUAL RATES

9.1 Vacation Leave

9.1.1 Full-time 40-hour per week employees may earn vacation leave in any amount based on the department's policy up to a maximum of:

| <u>Years of Service</u> | <u>Monthly Accrual Rate</u> | <u>Yearly Accrual Rate</u> |
|--------------------------------|------------------------------------|-----------------------------------|
| Less than 5 | 9.5 Hrs | 114 Hrs |
| 5 but less than 10 | 11.5 Hrs | 138 Hrs |
| 10 but less than 15 | 13.5 Hrs | 162 Hrs |
| 15 but less than 20 | 15.5 Hrs | 186 Hrs |
| 20 or more | 18.0 Hrs | 216 Hrs |

9.1.2 Full-time 56-hour per week employees may earn vacation leave in any amount based on the department's policy up to a maximum of:

| <u>Years of Service</u> | <u>Monthly Accrual Rate</u> | <u>Yearly Accrual Rate</u> |
|--------------------------------|------------------------------------|-----------------------------------|
| Less than 5 | 13.5 Hrs | 162 Hrs |
| 5 but less than 10 | 16.0 Hrs | 192 Hrs |
| 10 but less than 15 | 19.0 Hrs | 228 Hrs |
| 15 but less than 20 | 22.0 Hrs | 264 Hrs |
| 20 or more | 25.5 Hrs | 306 Hrs |

- Employees may accumulate vacation leave without any maximum until December 31st of each calendar year.
- On January 1st of each year, 40- hour a week employees with accumulated vacation leave in excess of 240-hours will have the excess vacation leave automatically converted to the employee's sick leave total.
- On January 1st of each year, 56- hour a week employees with accumulated vacation leave in excess of 360 hours will have the excess vacation leave automatically converted to the employee's sick leave total.
- Full-time 40-hour per week employees will be charged 8-hours per day for vacation leave.
- Full-time 56-hour per week employees will be charged 24-hours per day for vacation leave.
- Employees may take vacation leave only after it is accumulated.

9.1.3 Payment upon Separation

Upon separation, the employee will be paid for accumulated annual leave, not to exceed 240 hours.

9.2 Sick Leave

9.2.1 Full-time employees may earn sick leave in any amount based on the department's policy up to a maximum of:

| | | |
|--------------------------|------------------------------|------------------------------|
| 40-Hour Employee: | 8.00 Hours per Month | 96.00 Hours per Year |
| 56-Hour Employee: | 12.00 Hours per Month | 144.00 Hours per Year |

- Employees may take sick leave only after it is accumulated.
- Employees will be charged sick leave in 1-hour blocks.
- Sick leave is cumulative indefinitely and is not transferable to any other type of leave.
- Sick Leave may be granted for:
 - Illness or injury which prevents an employee from performing usual duties.
 - A maximum of 7-days in case of a death in the employee's immediate family.
 - Medical appointments.
 - Illness of a member of the employee's immediate family. Immediate family, for this purpose is defined as spouse, parents, children, (including step relationships) and any other dependents who live in the household.
 - The actual period of temporary disability connected with the birth of a child
- For departments in the Local Governmental Retirement System, sick leave may be credited towards retirement.