

Employees who terminate employment will receive payment at the employee's regular rate of pay for all accrued, unused and available personal time off, provided the employee gives his/her direct supervisor proper written notice two weeks in advance in the event of his/her voluntary termination, or 30 days advance notice in the event of retirement.

At no point in time will an employee be allowed to exceed 115% of allotted personal time off. All time off exceeding 115% will be cancelled and no payment made.

As of the date of application of the above schedule to existing employees, no existing employee will have a reduction in his/her current personal time off accrual. An employee so affected will be frozen at his/her current level until such time as he/she is eligible to advance through years of service according to the applicable schedule above, and will then continue according to that schedule.

Section 2. Holidays. Holidays are identified to establish a consistent procedure for scheduling business closure except in situations where staffing is required for emergency and maintenance operations. The following holidays will be observed: New Year's Day, ½ Day on Friday preceding Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day. When a holiday falls on a Saturday, the holiday will be observed on the Friday immediately preceding. When a holiday falls on a Sunday, the holiday will be observed on the following Monday. When Christmas Day falls on a Saturday, the preceding Thursday will be observed for Christmas Eve and the preceding Friday will be observed for Christmas Day. Any non-exempt employee who is scheduled to work on any of the above holidays will be compensated at the rate of straight time for work performed on the observed holiday. Such employees will also receive payment for the observed holiday at straight time in lieu of time off for the specified holiday. Police Lieutenants scheduled to work on a holiday will be paid time and one-half for work performed on the observed holiday. Employees reporting to work on a "call-in" basis on an observed holiday will receive time and one-half for all hours worked for a minimum of two hours and will also receive payment for the holiday at straight time.

Section 3. Sick Leave Reserve Banks.

- A) Use. Employees will be provided with reserve sick leave banks to address their own personal health care needs or the health care needs of a spouse, registered domestic partner or an immediate family member who resides with and is dependent on the employee for care and support. One day of sick leave may be used for absences which exceed three consecutive work days in duration. Sick leave may be used for absences which qualify as federal and/or state Family and Medical Leave Act protection. All use of sick leave is subject to verification.

- B) Reserve Bank Accrual. Employees will be granted 10 days of sick leave per calendar year. Employees hired after January 1 will be granted sick leave on a pro-rata basis the first year of employment. Unused sick leave will be placed in a "bank" which will be available to the employee for future use, until such time as the "bank" has a maximum accumulated total of 10 weeks of paid time off (e.g. 400 hours for full-time, 40 hour per week employees). There will be no accrual of sick leave in this bank beyond 10 weeks of leave. Unused sick leave in this bank will be cancelled upon termination (e.g. resignation, retirement, layoff, death, dismissal) and no payment will be made.