

(f) Computation of Sick Leave Pay Out. The Sick Leave pay out amount is equal to the monetary value of the account as of the day of eligible separation.

Section 3. Holidays.

(a) Holidays Granted. All employees, except those on a probationary period, shall earn the following holidays with pay, namely; New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.

(b) Personal Leave Days. Employees shall be allowed to take eight (8) hours of personal leave with pay in lieu of having off on the Friday before Easter, the day after Thanksgiving, the work day before Christmas Day, and the work day before New Year's Day.

In addition to subsection (a) and (b) above, employees shall be eligible for one personal leave day per calendar year with the actual day off to be with mutual agreement between the employee and the City. This personal leave day shall be prorated for employees hired during the calendar year.

(c) Observation of Holidays. When a holiday falls on a Saturday, the holiday shall be observed on Saturday. When a holiday falls on a Sunday, the following Monday shall be observed as the holiday.

(d) Holiday Pay. If any employee is required to work on the above holidays noted in (a), the employee shall be compensated at the rate of two (2) times the employee's regular rate of pay. The double time pay shall be in excess of the pay granted for the holiday.

Where a holiday is observed on a day other than the actual holiday pursuant to (c) above, work performed on the actual holiday or the day on which the holiday is observed shall be entitled to pay in accordance with this subsection (d).

Section 4. Leave of Absence.

(a) Requests. Requests for leaves of absence of seven (7) days or less without pay may be granted by the Director of Public Infrastructure or his designee within their discretion.

Requests for leaves of absence without pay in excess of seven (7) days may be granted at the discretion of the Director of Public Infrastructure or their designee and the Personnel Committee of the Common Council.

Where the Personnel Committee of the Common Council grants a leave of absence hereunder, and the employee to whom such leave is granted has unused sick leave and/or vacation days remaining which were accrued before the unpaid leave of absence began, the employee may utilize such accumulated sick leave and/or vacation days as needed during the unpaid leave of absence to be applied for the payment of the employee's health insurance premiums during the leave, provided that the employee would otherwise be qualified to use sick leave as specified in Section 2(d) of this Article on the day such sick leave or vacation is taken.

(b) Convention Leave. Leave to attend conventions, conferences, or special association meetings shall be considered a form of leave within the meaning of this article. Such leave may comprise up to 120 hours for any employee who has been designated by this origination.

(c) Military Leave. Employees who are members of the National Guard or Military Reserve shall be granted temporary leave for required tours of duty and shall receive during such absence the wage differential between the employee's regular pay and duty pay so that no loss of pay will be suffered as a result of such service.

(d) Jury Duty. Employees who are called for jury duty shall be granted temporary leave for such duty and shall receive during such absence the wage differential between the employee's regular pay and duty pay so that no loss of pay will be suffered as a result of such service.

(e) Light Duty. Employees who are recuperating from a duty-incurred injury may temporarily be assigned light duty work by the Employer, within this unit, notwithstanding the employee's inability to perform all essential job functions, for such period of time as the Employer determines alternative productive work is available. The employee shall, upon request, furnish the Employer with a physician's statement specifying the type of work which the employee may be assigned. Temporary work