

SICK LEAVE

POLICE DEPARTMENT

Uniformed employees of the Police Department accrue sick leave at the rate of 13.33 hours per month. If unused, sick leave may be accumulated to a maximum of 720 hours.

Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for the time that you would not normally work.

If you have any unused sick leave when you retire or at your death, you will be paid for it, up to a maximum of 480 hours. You will be paid your rate of pay in effect at the time of payment.

FIRE DEPARTMENT

Civil Service employees of the Fire Department who work 24 hour shifts accrue sick leave at the rate of 18.67 hours per month. This is based on an 11.2 hour work day as recommended by the Arkansas Attorney General's Office. If unused, sick leave may be accumulated to a maximum of 1008 hours.

Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for time that you would not normally work.

If you have any unused sick leave when you retire or at your death, you will be paid for it, up to a maximum of 672 hours. You will be paid your rate of pay in effect at the time of payment.

Civil Service employees of the Fire Department who work a 40 hour week accrue sick leave at the rate of 13.33 hours per month. If unused, sick leave may be accumulated to a maximum of 720 hours.

Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for time that you would not normally work.

If you have any unused sick leave when you retire or at your death, you will be paid for it, up to a maximum of 480 hours. You will be paid your rate of pay in effect at the time of payment.

If you change from a 24 hour shift position to a 40 hour per week position, your sick leave will be converted by multiplying the total accumulation by 0.714. If you change from a 40 hour per week position to a 24 hour shift position, your sick leave will be converted by multiplying the total accumulation by 1.4.

NON UNIFORM EMPLOYEES

Full time non-uniform employees shall accrue sick leave at the rate of 8 hours per month. If unused, sick leave may be accumulated to a maximum of 720 hours.

Sick leave will be charged by the hour. An hour of sick leave will be charged for each hour that you are away from work. You will not be charged sick leave for time that you would not normally work. After you have reached your 10th anniversary, you will be paid for up to 360 hours of unused sick leave when your employment is terminated for any reason, including death. After you have reached your 15th anniversary, you will be paid for up to 480 hours of unused sick leave when your employment is terminated for any reason, including death.

ALL EMPLOYEES

Sick leave may be used for the following reasons:

Personal illness or physical incapacity.

Your quarantine by a physician or health officer.

Illness in your immediate family which requires you to take care of your family member (s). For sick leave purposes, immediate family includes your spouse, your child, step-child, foster child, your parents, or any other family member who lives in your household.

Medical, dental and optical visits.

Funeral leave of more than 24 working hours in any calendar year.

If you cannot come to work due to a reason listed in this section, you must notify your supervisor or someone acting for your supervisor, within two (2) hours of your work time. If you do not you may not be paid sick leave.

If you miss more than three (3) days in a row, you may be required by your supervisor or department head to obtain a doctor's report.

(Delete) If you run out of sick leave you will be charged vacation time for missing work due to sick leave reasons. After you have used all your sick leave and vacation time, you will not be paid for days that you miss. (Except in the case of non-civil service workers who qualify for the emergency/extended illness policy outlined in the previous section).

If you run out of sick leave you will be charged vacation time and any comp time accrued for missing work due to sick leave reasons. After you have used all your sick leave, vacation time, and comp time you will not be paid for days that you miss.

(Delete) You may not donate sick time to another employee. In cases of extreme hardship, when you have used all of your sick leave, vacation time, and any other time available to you, you may petition the Personnel Committee of the City Council for help. All cases of that nature will be considered on a case by case basis.

You may not donate sick time to another employee. In cases of extreme hardship, when you have used all of your sick leave, vacation and comp time and are a member of the Catastrophic Sick Leave Bank, you may request leave as outlined by the Catastrophic Sick Leave Bank Policy.

CATASTROPHIC SICK LEAVE BANK

The sick bank allows employees who have exhausted all available leave balances, and experience a personal catastrophic illness or injury, to receive additional sick leave benefits for extended absences upon submission of a properly documented application.

Regular full time employees of the City with a minimum of one (1) year of service are eligible to participate. New employees will become eligible to join the Bank on the date of their one (1) year anniversary.

Non-uniform and Police shall donate sixteen (16) hours for initial membership in the Bank. Fire Fighters shall donate forty eight (48) hours for initial membership. Employees will have six (6) months to make the initial donation for membership for the start-up of the Bank. Following start-up of the bank initial membership fees must be paid within two months of an employee's eligibility date. If an employee does not join within the two month period they will not be eligible to join again until open enrollment.

Following the initial donation, eight (8) hours per non uniform and police employee and twenty four (24) hours per firefighter, shall be required yearly to maintain membership. Hours must be paid to the Bank by March 1, each year to maintain membership in the Bank. No employee shall be advanced hours from the bank until the appropriate initial donation has been met. An employee may not donate hours for another employee for their initial membership donation nor for the required yearly donation of hours. Hours contributed to the Catastrophic Leave Bank may not be restored to the contributing employee under any circumstances.

Open enrollment will be held in November and December of each year for employees who have not previously joined and wish to become a member of the plan. The effective date of those signing up during open enrollment shall be January 1, of the following year. The required hours for joining, sixteen for non uniform employees and 48 for firefighters, shall be due by March 1st. No employee shall be awarded hours from the Bank until the appropriate initial donation has been made.

Catastrophic leave, for the purposes of this Bank, shall be defined as sick leave required for treatment or recovery of a non-job related injury or illness to the participating

employee, which exceeds two (2) weeks in duration as documented by an attending physician.

To request hours from the Bank a member employee must make a written request and include medical documentation which backs up the request, to the Human Resources Director. No catastrophic leave shall be approved until all leave (inclusive of sick leave, vacation leave and comp time) has been exhausted. The Human Resources Department, working in conjunction with Payroll, will be responsible for the administration and record keeping of the bank.

Leaves from the Bank shall be limited to eight (8) weeks per member, per calendar year. The Human Resources Director shall have the authority to grant leaves from the Bank for a period of up to eight (8) weeks providing forms are completed and all medical documentation is in order. Up to an additional eight (8) weeks time may be granted by the decision of the Bank Board. This board shall consist of the Human Resources Director, Finance Director and the Mayor. Any appeal of the Human Resources Director's decision denying sick leave from the Bank should be appealed to this board within 7 calendar days of the leave being denied. The decision of the board shall be final on all matters referred to them.

All leave from the Catastrophic Sick Bank shall run concurrently with Family Medical Leave and shall be taken in 8, 10, or 24 hour increments depending on the shift of the employee and will not be granted on an intermittent basis.

A reoccurrence of the medical problem for which a leave was granted, beyond thirty (30) calendar days of return to active status, will be treated as a new case and will require submission of a new request form with medical documentation.

Employees on a catastrophic leave will be considered to be in a pay status and shall continue to accrue sick leave and vacation while receiving hours from the Bank.

Any leave granted but not used shall be returned to the Bank.

In the event that the number of hours in the Bank are depleted in any given year, those members participating may be assessed one additional sick day.