

## 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 10<sup>th</sup> 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 15<sup>th</sup> anniversary, you will be paid for up to 480 hours of unused sick leave when your employment is terminated for any reason, including death.

**APPROVED BY COUNCIL 4/5/05**