

SICK LEAVE

ATTACHMENT A

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 shift 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.~~

Civil Service employees of the Fire Department who work 24 hour shifts accrue sick leave at the rate of 20.00 hours per month. This is based on a 12.00 hour work day. If unused, sick leave may be accumulated to a maximum of 1440 hours stated in Arkansas Code 14-53-108.

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~~ 720 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 ~~672~~ 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.

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.

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.