

**Attachment A**  
**Changes to handbook:**

**Fire Department:** 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 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 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 maximum of 1440 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 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.