

CHAPTER 5

EMPLOYEE BENEFITS

employee's credit at the time of separation. Employees who are involuntarily terminated shall not be eligible for payment of unused accrued vacation leave.

- I. Employees who become ill during a scheduled vacation may not convert the vacation day to a sick day.
- J. Employees shall request vacation leave, in writing, on a "Request for Leave of Absence" form.
- K. Requests for leave of one or more weeks should be made at least two weeks in advance. Requests for leave of less than one week should be made with 12 hours notice. Vacation leave shall not be taken in increments of less than one-half hour.
- L. It is the responsibility of the employee to ensure that adequate leave hours exist to support the leave request. An insufficient leave balance for the request will result in disapproval or cancellation, and shall not be approved for leave without pay. Repeated occurrences of insufficient leave time for future requests are subject to disciplinary action.
- M. Vacation hours may be converted to a cash payment in January each year. The hours subject to conversion are the hours accrued for the pay periods ended from January through December of the prior calendar year. Payment requests are to be submitted in January with payment by the end of January at the rate of pay in effect for the last pay period of the prior calendar year. Vacation hours converted to cash are limited to 50 percent of the amount accrued during the prior calendar year. Vacation converted to cash will be deducted on a one for one basis from the employee's leave balance.

HOLIDAYS

SECTION 5.04

- A. Holidays Observed: All full-time employees shall receive 8 hours of holiday pay at his or her regular pay rate. All part-time employees shall receive holiday pay at his or her regular pay rate. Number of hours paid to part-time employees are based on his or her regular work schedule on the holiday, but shall not exceed 6 hours. ~~Employees in a seasonal or unpaid status are not eligible for holiday pay. Employees in an unpaid status are not eligible for holiday pay.~~ The holidays observed are:

New Year's Day	Martin Luther King Day
Presidents Day	Memorial Day
Juneteenth	Independence Day
Labor Day	Veterans Day
Thanksgiving Day	Day after Thanksgiving Day
Christmas Day	

- B. Date of Observance: If a holiday falls on a Saturday or Sunday, the holiday will be observed the Friday before or the Monday after.
- C. Work on a Holiday: Most employees will normally not be scheduled to work on the day observed as a holiday. Any eligible employee that is required to work on a day observed

Commented [LF5]: PROPOSED REVISION: All full-time employees shall receive holiday pay based on their regular work schedule on the holiday. All part-time employees shall receive holiday pay based on their regular work schedule on the holiday, but shall not exceed 6 hours. Holiday pay for both full-time and part-time employees shall be paid at their regular rate of pay.
PURPOSE: Officers now work 10-hour shifts but only receive 8 hours of regular holiday pay. This leaves them short on regular hours needed for full pension credit.

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