

period, equivalent to 95.94 hours per year. Part-time regular employees who are regularly scheduled to work at least 20 hours per week accrue sick leave based upon the number of hours they work.

Sick leave will accrue from date of hire. Employees may take available sick leave after the commencement of employment. Employees who use more than 24 continuous hours of sick leave must provide proof of illness upon or prior to returning to work. The Department Head may also require such proof of illness in other circumstances, at the Department Head's discretion. In cases of extended illness/injury [i.e., more than three (3) work days or shifts] employees must call in and advise their departments of their condition and progress a minimum of every three (3) work days or shifts and furnish the department with a doctor's report each time they visit the doctor. Employees shall be required to provide a doctor's release prior to returning to work after having been absent for three (3) consecutive days.

13.7.1 VACANT

13.7.2 Eligibility requirements for the City to buy back the entire balance of sick leave hours are as follows:

- a.) **Retirement:**
An employee must have ten (10) years of continuous service, and be eligible to retire with TMRS.

13.7.3 Nothing in this section shall constitute an employee contract or alter the at-will employee relationship.

13.8 **Retirement**

The City of Rollingwood is a member of the Texas Municipal Retirement System (TMRS) and contributes a percentage toward eligible employees' retirement funds. Employees should be provided a booklet supplied by TMRS detailing all options and benefits available under this system. The finance department will keep employees informed of changes in the rate, matching funds and benefits as they occur.

14.0 INSURANCE

The City of Rollingwood may provide employees with the following types of insurance in accordance with the terms of the applicable policies:

- a) Accidental Death and Dismemberment
- b) Worker's Compensation (for work-related illness and injury)
- c) Group Health and Major Medical with Dental (for illness/injury away from