

## SICK LEAVE – POLICE DEPARTMENT

This policy covers SWORN FULLTIME POLICE only. SWORN PART-TIME police employees graded at more than 18 hours per week would accrue at the 4 hour per month rate from the date of hire. Part Time hours being pro-rated based upon ACTUAL hours worked.

### Plan implementation: (Effective 5/1/14)

Step #1: Increase Personal time to 20 hours (2) 10 hour shifts+4 (Begins FY 14)

Step #2: First 9 months of accrued sick time is 2 hours per month.

Step #3: Every month thereafter is 4 hours per month

Step #4: Increase the maximum accrual to 222 hours based upon the following Scale:

Year 1	(30 hours)	
Year 2	(48 hours)	
Year 3	(48 hours)	
Year 4	(48 hours)	
<u>Year 5</u>	<u>(48 hours)</u>	
Maximum accrual 222 hours		+30

There is a "buy back option" for FULL TIME employees who have completed five years of employment. PART TIME employees are not eligible.

### It would work as follows:

After 60 continuous months of employment, IF an employee will have an accrual GREATER THAN 200 hours on December 1st each year, they may elect to "buy the hours" back to 200 during the first pay period in December.

***(For example, employee "Jones" was hired on November 1, 2009 and has not used any sick time since being hired. On December 1, 2014, he will have accrued 222 hours.***

He may elect to "buy back" 22 hours returning his "sink bank" back to 200 hours. As he has completed 5 continuous years of service.

Because he/she has completed 5 years of service, as an added benefit, he/she may also elect to buy back (1) one personal day = 10 hours, for a TOTAL buy back of 32 hours. The buy-back option being paid at the employee NORMAL rate of pay.

Eligible FULL TIME employees MUST complete and submit to the Chief of Police a formal request requesting the buy back by October 1st of the Fiscal year in which the benefit will be paid.

Failure to complete the request will result in denial of the benefit.

$$(5 \text{ year wage}) \$23.87 * 32 = \$763.84$$

If the employee calls out sick, we would pay the above amount AND (at least half the hours) OT to cover it. Lowest Overtime Rate (31.26\*16) = \$1000.32

Minimum Cost to the cover the hours:	\$1264.00
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Minimum savings per eligible employee under this plan	\$500.46

Payment of sick time: This is applicable for ALL Police personnel, and addresses the payment of sick time when hours are used. If 40 hours of work has not been completed, sick hours will be paid UP TO, but not to EXCEED, 40 hours of work. Sick hours may be used to make the employee "whole" for the week, but will not be paid in excess of 40 hours. The only exception to this rule is with approval from the Chief of Police due to extenuating circumstances.

***For example: Employee "Jones" has worked 36 hours through his first three shifts. On his final shift, he calls out sick. Under this plan he is paid 4 hours of sick time to complete his 40 hour work week.***

***\*Keep in mind, overtime would be paid (of at least 4 hours) to cover the "day" of work they are missing.\****