

5.1.2 VACATION TIME FOR NON-UNIFORMED EMPLOYEES

Full-time employees **working at least 40 hours per week and with** less than 7 years of service shall accrue vacation leave at the rate of 6.664 hours/month (80 hours/year) of working service. **Full-time employees scheduled to work less than 40 hours per week will accrue vacation leave at the rate of 6.664 multiplied by regularly scheduled weekly hours, divided by 40 hours, for the same pay period.** Full-time employees with over 7 years of service shall accrue vacation leave at the rate of 10 hours/month (120 hours/year) of working service. **Full-time employees with over 7 years of service working less than 40 hours per week shall accrue vacation at the rate of 10 hours per month multiplied by their regularly scheduled weekly hours, divided by 40 for the same pay period.** Neither part-time nor temporary employees shall accrue vacation time.

Accrued vacation time will be paid if the employee leaves the employment of the city. No more than forty (40) vacation hours may be carried over **as of December 31st of each year. over six (6) months past the anniversary date without prior written approval of the department head.** Accrued vacation days not taken within this time period will be deemed **used forfeited.**

To the extent it differs from the procedure set forth herein, the uniformed employees of the Police Department shall accrue vacation hours in accordance with the provisions set forth in the relevant Arkansas statutes, if any.

Policies concerning vacation time for non-uniformed employees in no way alter the City of Tontitown's at-will employment policy as described in this Personnel Handbook.

5.1.3 SCHEDULING VACATIONS

Each full-time employee may take accrued vacation with full pay at such time as is mutually agreed upon between the employee and their supervisor. All vacation leave must have the advance approval of the employee's supervisor, so that the leave fits in to the overall scheduling of the department. Employees should notify their department heads at **least seven days** in advance of being absent for vacation time. The permissible number of employees taking vacation any one time will be governed determined by the department head based upon departmental workloads. The City reserves the right to alter vacation schedules.

Maximum vacation leave to be taken at any one time is (15) days, unless advance approval is granted. If a City-observed holiday occurs within an employee's vacation period, equivalent time off with pay will be provided, or at the employee's request the employee's vacation may be extended for one (1) additional working day.

5.2 HOLIDAYS AND HOLIDAY PAY

The appropriation made by the City Council for salaries shall include additional pay for holidays for all agents, servants and employees of the city, including but not limited to, uniformed employees, as provided by the laws of the State of Arkansas.

5.4.2 NON-UNIFORMED EMPLOYEES

The City of Tontitown recognizes that inability to work because of illness or injury may cause economic hardships. For this reason, the City of Tontitown provides paid sick leave to full-time employees. **Eligible employees Full-time employees working 40 hours per week** accrue sick leave at the rate of eight hours per month. **Full-time employees not working 40 hours per week shall accrue sick leave at the rate of 8 hours per month multiplied by their regularly scheduled weekly hours divided by 40, per month.**

Any sick leave days which are not used in any calendar year may be carried over as accumulated sick leave days for the succeeding calendar year up to a maximum of thirty (30) days.

An employee may be eligible for sick leave days for the following reasons:

- Personal illness or physical incapacity.
- Quarantine of an employee by a physician or health officer.
- Illness, injury or death in the employee's immediate family which require the employee's presence. Immediate family includes only the following persons related by blood, marriage or legal adoption: grandparents, parents, wife, husband, brother, sister, child, grandchild, mother-in-law, father-in-law or any relative living in the employee's household.
- Necessity of medical or dental care, including medical, dental and optical visits.

An employee who is unable to report for work due to one of the previously listed sick leave reasons shall report the reason for his absence to the employer's supervisor or someone acting for the employee's supervisor within two (2) hours from the time the employee is expected to report for work. Sick leave with pay may not be allowed unless such report has been made as aforementioned.

Employees who are absent more than three (3) consecutive days due to illness or injury may be required by the supervisor or department head to submit a physician's statement. Employees absent from employment due to illness and under a physician's care may be requested to present a certificate of release to the department head before returning to work.

Absence for part of a day that is chargeable to sick leave in accordance with these provisions shall be deducted from accrued leave in amounts of not less than one-half (1/2) day increments. An employee who uses all of his or her accrued sick leave days shall thereafter be placed on an inactive, without-pay status.

An employee may use earned sick leave while receiving workers' compensation benefits only to the extent that the leave augments the employee's workers' compensation benefit to the amount equal to that employee's regular rate of pay. An employee may use sick leave in this fashion for a maximum of six months.

Non-uniformed employees will not be paid for accrued sick days upon termination of employment with the City.

5.4.3 SICK LEAVE BANK

Participation

All full-time city employees who have full benefits are allowed to participate in the Sick Leave Bank after declaring their intention to participate and donate at least eight (8) accumulated hours of leave to the bank by January 15 of the calendar year (new hires are allowed to join 30 days after getting full benefits, which is 90 days, for a total of 120 days, including existing employees 30 days from inception of ordinance). Such declaration and contribution shall be made on a Sick Leave Bank Form.

Governance

The Sick Leave Bank is governed by the Mayor, Recorder/Treasurer, and one full time employee elected in and election run by the Police Chief. Any request for leave from the Sick Leave Bank must be requested from the committee on a Sick Leave Bank request form. This committee shall approve or disapprove requests based on individual situations and documentation. The Committee may review employee records and documentation.