

313 Sick Leave Benefits

Effective: 1/10/01
Revised: 3/01/07

The City of Polk City provides paid sick leave benefits to all eligible employees for legitimate health/medical purposes. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees

Eligible full-time employees will accrue sick leave benefits at the rate of 12 days per year (8- 9 hours for every full month of service). Eligible part-time employees will accrue sick leave benefits at the rate of 6 days per year (~~for~~ four and a half hours for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits.

Paid sick leave can be used in minimum increments of one hour. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household and to meet medical or dental appointments or other sickness prevention measures.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of five (5) calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued ninety (90) calendar days worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

317 Vacation Benefits

Effective: 1/10/01
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Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- Less than six (6) months of service the employee is entitled to no vacation days.
- After six (6) months of service but less than one (1) year of service, the employee is entitled to ~~five (5) vacation days~~ four (4) vacation days.
- After one (1) year of eligible service, the employee is entitled to ~~ten (10)~~ eight (8) vacation days each year.
- After five (5) years of eligible service, the employee is entitled to ~~fifteen (15)~~ twelve (12) vacation days each year.
- After ten (10) years of eligible service, the employee is entitled to ~~twenty (20)~~ sixteen (16) vacation days each year.

The City of Polk City is aware that exempt positions ordinarily work over and above the normal ~~forty (40)~~ thirty-six (36) hour workweek. In recognition of this, exempt positions within town service earn ~~five (5)~~ four (4) vacation days in addition to those prescribed in the table above.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. No vacation shall be granted if doing so

adversely affects the essential services of the department.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year to a maximum of thirty (30) calendar days.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.