

(3) If any of these holidays fall on a Sunday, the following Monday shall be the observed holiday and, if any of these holidays fall on Saturday the preceding Friday shall be observed.

(4) Part-time and Seasonal Employees will also be paid for these holidays. Part-time pay will be contingent upon the average daily hours worked in the previous thirty (30) days.

(5) Any employee absent without authorization on the day preceding and/or following a holiday will not be compensated for the holiday.

b. Vacation Leave

The City of Lebanon recognizes the need for providing paid vacation leaves for its employees. The full-time employees shall receive vacation days based on their years of service as follows:

(1) After one (1) year of continuous service 2 weeks

(2) After two (2) years to ten (10) years of continuous service 3 weeks

a. Vacation time will not accumulate from year to year. Upon termination, full-time employees will not be compensated for earned vacation time. The employee will give the department head adequate notice of intent to take a vacation. This notice shall be at least ten (10) working days. The employee can take one (1) week after six (6) months of continuous service.

c. Sick Leave

Limited time off with pay granted for full-time employee illness or injury, or when employee's presence might jeopardize the health of fellow workers. Every full-time employee will receive ten (10) working days per year of continuous service and may not accumulate from year to year.

(1) Purpose of Sick Leave

Sick leave is to be utilized solely for the purpose of:

- a. Illness or injury of the employee.
- b. Illness or injury within the immediate family requiring the assistance of the employee.

(2) To Qualify for Sick Leave

In order to qualify for sick leave pay the employee must:

- a. Notify department head if at all possible prior to the beginning of their shift.
- b. Employees shall keep their department head or supervisor notified of the extent of the illness or injury, and their anticipated day of return.
- c. A doctors slip may be required if there is reason to believe that sick time is being abused.

SECTION 2-47 - Basic Fringe Benefits

a. Sick Leave Benefits

These benefits include:

(1) Where the employee is absent as a result of being injured on the job and is drawing weekly benefits from Workman's Compensation, the City will pay the difference between Workman's Compensation benefits and the employees regular weekly wages for the duration of Workman's Compensation benefit period.

(2) Where the employee is absent as a result of sickness covered by the City's group policy, the City will pay the difference between the sickness benefit provided for under said policy and the employees regular weekly wages.

(3) At the expiration of payments under (a) or (b) above, the City will pay for a period of beyond said expiration due to a continuance of treatment, a weekly sum equal to 50% of said employees wages; provided, however, a claim for such continued benefits shall only be allowed after receipt of a Doctor's statement to the Board of Public Works and Safety, certifying such employee is unable to return to work because of the continuance of such treatment. The length of said extended benefits shall be set by the Board of Public Works and Safety.

b. Bereavement Leave

Leave granted an employee upon the death of a family member without loss of pay.

(1) An employee will be granted up to one week leave with pay upon the death of spouse, brother, sister, son, daughter, mother, father, any family member residing in the same household, or any person standing in position of parent to the employee.

(2) Leave with pay not to exceed two (2) days may also be granted for death of a grandmother, grandfather, aunt, uncle, niece, nephew, mother-in-law, father-in-law, brother-in-law or sister-in-law.

(3) Bereavement leave with pay for any other reason must be approved.

(4) The authority to grant such a leave will be at the discretion of the department head. However, no leave with pay shall exceed one (1) working week.

a. Extended bereavement leave may be granted, but without pay.