

c. Leave Without Pay

Leave granted an employee only after exhausting all other categories for the following reasons.

- (1) Maternity Leave
- (2) Extended Sick Leave
- (3) Extended Bereavement Leave
- (4) Personal Leave

a. An employee upon application in writing and approval by the Board of Public Works and Safety may receive leave without pay.

b. The maximum length of such leave will be no longer than six (6) months, at which time employee will be permanently terminated.

c. However, the employee cannot be guaranteed that their position will be held open if leave exceeds six (6) weeks. When leave exceeds such time the position will be filled and the employee may be placed in the next available vacancy for which they are qualified. This may not exceed six (6) months.

d. Other Fringe Benefits(1) Insurance:

The City of Lebanon will make deductions from employee's wages upon employees written directive for payment of insurance premiums. The city shall contribute on all full-time employees at an amount to be established by the city. The employee shall not be required to carry insurance.

(2) Travel Expenses:

Any employee obligated to travel on official municipal business shall be reimbursed for actual expenses incurred, including mileage, food and lodging. Expenses must be itemized and supported by receipts, and submitted to Clerk-Treasurer for approval by the Board of Public Works and Safety.

(3) Military Leave:

Any employees who are members of the United States military or Indiana National Guard, will be granted leave not to exceed fifteen (15) days without loss of time or pay. The City of Lebanon shall pay any employees regular pay.

(4) Jury Duty:

In case of Jury Duty the City of Lebanon will pay the difference between jury allowance and the employees' regular pay.

e. Payment of Benefits

Payment of sick leave or paid vacation shall be made on the same day as regular pay. Payment of vacation benefits so granted may be made in advance of any vacation taken.

SECTION 2-48 - Infraction of Rulesa. Disciplinary Action

Those actions taken by the City of Lebanon in response to an employee's infraction of rules.

(1) Major Infractions:

Those actions of an employee that can result in immediate termination. They include, but are not limited to:

- a. Drinking on the Job.
- b. Gross Insubordination.
- c. Use of unlawful drugs.
- d. Fighting on the job.
- e. Stealing or destruction of municipal property.
- f. Falsification of employee application.

(2) Minor Infractions:

Those actions of an employee which if unexcusably continued, will result in verbal and written warnings and possible termination. They include but are not limited to:

- a. Unexcused tardiness.
- b. Unexcused absences.
- c. Insurbordination
- d. Employee Appearance
- e. Failure to follow instructions
- f. Abuse of sick time
- g. Others as defined by the City Council

b. Procedure for Violation

The procedure for minor violations is a system of progressive discipline which includes the following:

- (1) Verbal Warning
- (2) Written Warning
- (3) 1-Day Suspension
- (4) 3-Day Suspension
- (5) Termination/Demotion

a. A record of each verbal and written warning will be kept on file.

b. Unexcused tardiness and absenteeism will result in discipline after two (2) occurrences in any one (1) month period.

SECTION 2: This Ordinance shall be in full force and effect from and after its passage and publication according to law.

PASSED BY THE COMMON COUNCIL AND APPROVED BY ME THIS 12th DAY OF DECEMBER, 1977.