

Indiana that for the expenses of said Municipal Corporation the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

	Amount Requested
<u>FEDERAL REVENUE SHARING TRUST FUND</u>	
Civil Defense-Properties-Truck	\$ 7600.00
Street Dept. Materials-Street Repair/Maintenance	10000.00
Street Dept. Properties-Equipment	10000.00
All Depts. Contractual Services	29124.90
Total Federal Revenue Sharing Trust Fund	<u>\$56724.90</u>
<u>CUMULATIVE CAPITAL IMPROVEMENT FUND</u>	
All Depts. Services Contractual	\$67677.00
Total of All Funds	<u>\$124401.90</u>

Adipected this 13th day of March, 1978

NAY

AYE

- John D. Isenhour (signed)
- James H. Acton (signed)
- Carroll T. Dickerson (signed)
- Marvin P. Slaggle (signed)
- Ralph E. Fisher (signed)
- Mayor Robert M. Campbell (signed)

ATTEST:
Ann Garoffolo (signed)
Ann Garoffolo, Clerk-Treasurer

ORDINANCE NO. 78-7
AN ORDINANCE ESTABLISHING VACATION AND
SICK LEAVE POLICY FOR MEMBERS OF THE
POLICE AND FIRE DEPARTMENTS

BE IT ORDAINED by the Common Council, THAT:

Section 1: Members of the Police and Fire Departments shall be entitled to vacation as follows:

- (1) Probation employee can take one (1) week after six (6) months of continuous service.
- (2) After one (1) year through five (5) years of continuous service 2 weeks
- (3) After five (5) years of continuous service beginning with the sixth (6th) year 3 weeks
- (4) Fifteen years (15) through twenty four (24) years, continuous service 4 weeks
- (5) After twenty four (24) years continuous service 5 weeks

In the case of vacation under subsection 1 (1) or 1 (2) above, the employee must take the vacation in one period only. In the case of vacation under subsections 1 (3), 1 (4) and 1 (5), the employees shall have the option of scheduling their vacation as follows:

- Subsection 1 (3) - All in one period or one two-week period and one one-week period.
- Subsection 1 (4) - All in one period or two two-week periods.
- Subsection 1 (5) - All in one period or two two-week periods and one one-week period.

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 will be at least ten (10) days.

Section 2: Limited time off with pay granted to policemen and firemen for illness or injury, or when the policeman's presence might jeopardize the health and safety of fellow workers. Every full-time employee will receive ten (10) days per year of continuous service and may not accumulate from year to year. Any sick leave beyond 10 days to be taken without pay unless extended under Section 3 (2). The term working day is hereby defined to mean a continuous period of eight (8) hours. Members of the Police Department and Fire Department who normally work a shift of more than eight (8) hours who are off on sick leave shall be charged with the number of working days sick leave in multiples of eight (8) hours which said shift equals,

- (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.
- (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 doctor's slip may be required if there is reason to believe that sick time is being abused.
 - d. After the sick leave set out above is used, deductions from pay shall be made for any additional sick leave taken.

Section 3: Definition of sick leave benefits which shall include:

(1) 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.

(2) At the expiration of payments under the above, the City will pay for a period of beyond said expiration due to a continuance of treatment. 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 continuation of such treatment. The length of said extended benefits and amount shall be set by the Board of Public Works and Safety.

Section 4: This ordinancy shall be in full force and effect from after July 1, 1978. Passed by the Common Council and approved by me this 22nd day of May, 1978.