

Ordinance 85-14 (cont.)

- (1) 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 preceeding Friday shall be observed.
 - (3) Any employee absent without authorization on the day preceeding and/or following a holiday will not be compensated for the holiday.
 - (4) Should any of the holidays listed above fall during an employee's vacation period, then said holiday will not be counted as part of the employee's accumulated vacation time.
- (B) Vacation leave accrued. The City of Lebanon recognizes the need for providing paid vacation leaves for its employees. The full-time employee shall receive vacation days based on their years of service as follows:
- (1) Municipal employees can take seven (7) calendar days after six (6) months' continuous service.
 - (2) After one year through eight (8) years' continuous service: Fourteen (14) calendar days.
 - (3) After eight (8) years of continuous service beginning with the ninth (9) year: Twenty-one (21) calendar days.
 - (4) After fifteen (15) years continuous service beginning with the sixteenth year: Twenty-eight (28) calendar days.
 - (5) After twenty-four (24) years continuous service beginning with the twenty-fifth year: Thirty-five (35) calendar days.
 - (6) Any employee hired by the City of Lebanon, Indiana, before June 27, 1983 shall not be deprived of any greater benefits granted by the above section before the adoption of this Ordinance.

Scheduling of vacayion leave will be at the discretion of the Department Head. Vacation time will not accumulate from year to year. The employees will give the department head adequate norice on intent to take a vacation. This notice shall be at least thirty (30) calendar days prior to the first vacation day. All department heads will have, at their discretion, authority to change vacation scheduling.

- (C) Sick days. Limited time off with pay will be granted for full time employee illness of injury, or when employee's presence might jeopardize the health of fellow workers. Every full-time employee may receive five (5) working days per calendar year and may not accumulate form year to year. For each calendar month during which a full-time employee does not use any sick days, they will be granted $\frac{1}{2}$ working day personal leave.
- (1) Purpose of sick days. Sick days are 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 days. In order to qualify for sick days 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.

Section 2-47. Basic Fringe Benefits.

- (A) Sick leave benefits.