

Ordinance 85-14 (cont.)

- (2) If an employee is sick four (4) consecutive days and is under doctor's care, it will be considered sick leave and they will be fully paid. This leave will not be considered sick days.
- (3) Where the employee is absent as a result of sickness beyond the allowed sick days (5), deductions from pay shall be made for any additional sick days.
- (4) When an employee is absent due to an extended illness under doctor's care and covered by the city's group insurance plan, the city will pay the employee full wages until the insurance becomes effective. At that time, the city will pay the difference between the insurance payment and the employee's regular weekly wages.
- (5) At the expiration of payments under (1),(2), or (4) above, the city will pay for a period beyond said expiration due to a continuance of treatment, a weekly sum equal to fifty (50) Per cent of said employee's 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.
- (6) If an employee anticipates being off an extended period of time due to illness or injury, he should immediately apply for Social Security disability benefits.

(B) Personal Days.

- (1) Each full-time civilian employee may receive two (2) working days for personal business within a calendar year. A personal day shall be considered a full working day. These may not be accred from year to year.

DIVISION 4. VACATION LEAVE, SICK LEAVE AND PERSONAL DAYS FOR MEMBERS OF POLICE AND FIRE DEPARTMENTS. (This pertains to only sworn policemen/firemen. Dispatchers fall under civilian personnel classification.)

Section 2-51 Vacation.

- (A) Members of the police and fire departments shall be entitled to vacation as stated in Sec. 2 (B) 1-6.
- (B) Vacation leave must be taken in no less than 7 calendar days and the scheduling will be at the discretion of the Department Heads.

Section 2-52. Sick Days.

- (A) Limited time off with pay is granted to policemen and firemen for illness or injury, ot when the policeman's or fireman's presence might jeopardize the health and safety of fellow workers as follows:
 - (1) Every full-time employee may receive five (5) working days per calendar year of continuous service and may not accumulate from year to year. The term "working day" is hereby defined to mean a 24-hour shift period.
 - (2) 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.
- (B) Purpose of sick days. Sick days are to be utilized solely for the purpose of:
 - (1) Illness or injury of the employee.
 - (2) Illness or injury within the immediate family requiring the assistance of the employee.
- (C) To qualify for sick days. In order to quality for sick days pay the employee must :
 - (1) Notify the department head if at all possible prior to the beginning of theig shift.
 - (2) Employees shall keep their department head or supervisor notified of the extent of the illness or injury and their anticipated day of return.
 - (3) A doctor's slip may be required if there is reason to believe that sick days are being abused.