

- (4) Where the employee is absent as a result of being injured on the job and is drawing weekly benefits from workmen's compensation, the city will pay the difference between workmen's compensation benefits and the employee's regular weekly wages for the duration of the workman's compensation benefit period.
- (5) If an employee is sick four (4) consecutive working 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.
- (6) 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.
- (7) At the expiration of payments under (4), (5), or (6) 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.

Section 2-53. Personal Days.

- (A) Sworn policemen and sworn firemen may receive ten (10) working days for personal business within a calendar year. A personal day shall be considered a full working day. These may not be accrued from year to year. These days shall be considered in lieu of holidays.
 - (1) The Fire Chief and Police Chief shall schedule such personal days in a manner that will not cause a reduction in protection of the citizens of the City of Lebanon.

DIVISION 5. RULES AND REGULATIONS APPLICABLE TO ALL EMPLOYEES (CIVILIAN, FIRE, AND POLICE).

- (A) 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 a spouse, brother, sister, son, daughter, mother, father, any family member residing in the same household, or any person standing in position of parent to any employee.
 - (2) Leave with pay not to exceed two (2) days may also be granted for death of a grandpmother, grandfather, aunt, uncle, niece, nephew, mother-in-law, father-in-law, brother-in-law, sister-in-law or grandchild.
 - (3) Bereavement leave with pay for any other reason must be approved Department Head.
 - (4) The authority to grant such a leave at the discretion of the department head shall not exceed one working week.
- (B) Overtime Policy.
 - (1) The City will comply with standards set by the Federal Labor Standards Act regarding overtime.
- (C) Leave without pay. Leave granted an employee only after exhausting all other categories for the following reasons:
 - (1) Maternity leave.
 - (2) Extended bereavement leave.
 - (3) Personal leave.

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

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

However, the employee cannot be guaranteed that their positions 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.