

ARTICLE XVII. VACATION

17.1 For Captains, vacation shall be accumulated on the following twelve (12) hour day basis (effective June 5, 2023):

YEAR OF SERVICE	DAYS OF VACATION
0- 1 year	(96 hours)
After 1	120 hours
After 2 years	120 hours
After 3 years	132 hours
After 4 years	132 hours
After 5 years	144 hours
After 6 years	(144 hours)
After 7 years	(156 hours)
After 8 years	(168 hours)
After 9 years	(180 hours)
After 10 years	(192 hours)
After 11 years	(204 hours)
After 12 years	(216 hours)
After 13 years	(228 hours)
After 14 thru 19 years	(240 hours)
After 19 years	(300 hours)

Years of Service	Vacation Maximums (Approved by City Council 09-05-95)
0-5 Years	180 Hours Maximum
6-10	270 Hours Maximum
11+ years	450 Hours Maximum

All regular full-time fire marshal(s) are eligible to accrue vacation according to the following schedule (effective June 5, 2023):

Years of Service	Annual Accrual
	Hours
0-1	88
Beginning of 2nd year	96
Beginning of 3 rd year	104
Beginning of 4 th year	112
Beginning of 5 th year	120
Beginning of 6th year	128
Beginning of 7th year	128
Beginning of 8th year	136
Beginning of 9th year	136
Beginning of 10th year	144
Beginning of 11th year	144
Beginning of 12th year	152
Beginning of 13th year	160
Beginning of 14th year	168
Beginning of 15th year	176
Beginning of 16th year	200

Years of Service	Maximum Accumulation
0 – 5	120 hours
6 – 10	180 hours
11+	300 hours

- 17.2 All vacation pay shall be accrued, and in the event an employee's employment is terminated for any reason, the employee shall receive, upon their termination the vacation pay which they have coming at that time on a pro-rate basis. No more than four (4) consecutive weeks (212 hours for Fire Captains and 160 hours for Fire Marshal) vacation can be taken at one time.
- 17.3 In computing vacation pay, length of service shall be based upon the anniversary date of the day an employee commences employment as a full-time employee.

ARTICLE XVIII. SICK LEAVE

- 18.1 **Sick Leave:** Sick leave will be granted pursuant to Federal Regulations, State Statute and FMLA. All employees of the City shall be entitled to accumulate one (1) day of sick leave for each month of employment. The Employer may require a doctor's certificate of any sick leave claim by a Fire Captain that exceeds three (3) consecutive 24-hour shifts.

Prolonged Illness Bank

Captains: Sick leave balances in excess of one hundred thirty (130) days (1560 hours) shall receive eight (8) hours of sick leave (to be placed in a prolonged illness sick leave bank) and four (4) hours of vacation for each month of employment. Marshal: Once 960 hours of sick leave has been accumulated, the leave accrual will be as follows:

- $\frac{1}{2}$ of the accrual will be placed in a Prolonged Illness Bank. An employee may only use the prolonged illness bank after all other accumulated sick leave has been used.

- $\frac{1}{2}$ of the accrual will be earned as additional vacation. All vacation is subject to the maximum accrual cap.

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ARTICLE XV. HOLIDAYS

Fire Captains shall be paid for seventy-two (72) hours holiday pay, paid by separate check no later than the first Friday after the first payday in December each year, regardless of the number of holidays actually worked. Holiday pay will be based on their individual hourly rate. Employees hired or separated from employment after January 1 of any calendar year shall earn holiday credit based on a pro-rated schedule of 1/12th of the total number of holidays granted in the paragraph above for each month or major fraction thereof worked.

Fire Captains shall receive a credit for eighty-four (84) hours that shall be taken as additional vacation days. These days must be taken during the year in which they are earned. These hours may be taken in twelve (12) or twenty-four (24) hour increments. Vacation day usage shall not result in overtime.

The following days are official holidays for any Fire Marshal employees:

Holidays

New Year's Day
Martin Luther King Birthday
Presidents' Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Friday following Thanksgiving Day
Christmas Day
Two (2) Floating Holidays

Date

January 1
Third Monday in January
Third Monday in February
Last Monday in May
June 19
July 4
First Monday in September
November 11
Fourth Thursday in November
Fourth Friday in November
December 25