

Article V. ABSENCES AND LEAVES

Section 5.01 Holidays and Personal Days

- A. Each Full-time Employee shall be entitled to the following holidays and personal days at full pay:

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th
Independence Day	July 4 th
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans' Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Thanksgiving Friday	Day after Thanksgiving
Christmas Day	December 25 th

- On Christmas Eve Day and New Year's Eve Day, the Township may, at the sole discretion of the Township Administrator or Board of Trustees, grant release time for a portion of the day to Township employees who are otherwise scheduled to work. While this release time would be without loss of pay, release time is not considered to be a "paid holiday" as are the days listed above, and employees who are on paid or unpaid leave for that day will still be charged for a full day's leave as if the release time had not been given.
- B. If a full-time employee with the Township is required to work on a holiday, the employee will receive their regular pay plus time and a half for hours worked on that day. Part-time firefighters not covered by the Collective Bargaining Agreement will be paid time and a half for work on a holiday.
- C. All regular employees paid on an hourly basis will be paid overtime pay for any hours worked in excess of thirty-two (32) hours if that workweek contains a holiday with the Township. Hours reported as overtime, in excess of the thirty- two (32) hour workweek, may not include hours worked on the holiday itself.
- D. If required to work on a holiday, a temporary or part-time employee will be paid time and a half their standard rate.
- E. Holiday pay will be given while an employee is on sick leave or vacation, in which case the employee's absence will not be charged to their sick leave or vacation time.

- F. Holiday pay will not be given while an employee is on an unpaid leave of absence or for disciplinary suspension.
- G. If a holiday occurs on a Saturday, it will be observed on the preceding Friday. If a holiday occurs on a Sunday, it will be observed on the following Monday.
- H. Personal Days:

Our personal leave plan provides full-time employees with paid personal leave according to the following schedule:

- During your first two years of employment, you will receive 10 hours of personal time each year.
- After 2 years, you will receive 20 hours of personal time each year.
- After 10 years, you will receive 30 hours of personal time each year.
- Personal leave is calculated according to your anniversary date.
- Personal leave is to be used to take care of personal matters.
- Personal leave may be used in increments of one-quarter of an hour.
- Advanced notification of your intent to take personal leave is appreciated but not necessary, though the Township may decline a request for personal leave based on workload or staffing demands.
- Unused personal leave may not be carried over and will be lost upon the employee's anniversary date.
- Personal leave will not be paid in lieu of taking the actual time off.
- Employees will not be paid for earned but unused personal leave upon termination.
- Full-time Fire Department employees who are members of the IAFF 3907 shall receive personal leave per the current collective bargaining agreement. For scheduling purposes, EMS and Fire personnel must give two weeks prior notice before taking personal leave to allow time to find a suitable replacement for the shift being missed.

Section 5.02 Vacation Leave

- A. Township employees (not covered by a Collective Bargaining Agreement*) will accrue vacation leave after the first six months of employment and thereafter on the

employee's anniversary date according to the following schedule:

Administration, Fiscal Office, Maintenance, Zoning, and Non-Exempt Employees

<u>Years of Service</u>	<u>Hours per year</u>
After six (6) months:	40 hours
After one (1) year:	80 hours
After five (5) years:	120 hours
After seven (7) years:	140 hours
After twelve (12) years:	200 hours
After twenty (20) years:	240 hours

*Full-time Fire Department employees who are members of the IAFF 3907 shall receive vacation leave per the current collective bargaining agreement.

- B. Part-time employees are not entitled to vacation.
- C. Fifty-two (52) weeks equal one year of service.
- D. Vacation pay will not be granted in lieu of taking the actual time off. However, vacation time may be carried over from one year to the next, up to a maximum of 80 hours. Any earned and unused vacation time over two weeks will be forfeited and not compensated. The Township Administrator may, in his sole discretion, allow an employee to carry over additional hours of vacation leave on a non-precedent-setting basis.
- E. Employees, should they leave employment for whatever reason, are not entitled to be compensated for vacation leave earned until they have completed twelve (12) months of employment. The employee will receive a payout of up to 80 hours of accrued but unused vacation if the employee provides two weeks' notice.
- F. Employees who retire from Sycamore Township with at least 20 years of Sycamore Township service are eligible to have all accrued, unused vacation paid out at their retirement. "Retirement" is defined as terminating employment upon qualifying and applying for retirement under the Ohio Public Employment Retirement System (OPERS) or the Ohio Police and Fire Disability and Pension Fund (OP&F).
- G. Requests for vacation should be submitted at least 30 days in advance unless otherwise approved by your supervisor. When possible, vacation periods will be assigned in accordance with employee requests, taking operating requirements into account. Generally speaking, length of employment determines priority when scheduling vacation times and not all requests can be accommodated, though vacation leave already approved will not be cancelled because a longer-serving employee later requests the same time off for vacation. Vacation leave will not be granted on call-in, except in extenuating circumstances to be determined by the Department Supervisor.

- H. Employees who encounter sickness while on vacation may be required to furnish a doctor's certificate for any time which is to be converted from vacation to sick leave. The decision to credit vacation time to sick time shall be at the sole discretion of the Township Administrator or Department Supervisor.
- I. For purposes of calculating vacation leave, years of continuous service in full-time employment with another public employer in the State of Ohio shall be included as years of service at the discretion of the Township Administrator. The decision of the Township Administrator is not appealable. Only full years of continuous service will be counted.

Section 5.03 Sick & Injury Leave

- A. Our sick leave plan provides full-time employees (not covered by a Collective Bargaining Agreement*) with paid sick leave according to the following schedule:

- During your first two years of employment, you will receive 80 hours of paid sick time each year.
- After two years, you will receive 160 hours of paid sick time each year.
- After ten years, you will receive 240 hours of paid sick time each year.

*Full-time Fire Department employees who are members of the IAFF 3907 shall receive vacation leave per the current collective bargaining agreement.

- B. Sick leave shall be granted to an employee for the following reasons:

1. Injury of the employee or illness in which the employee is either to sick to work or the employee's presence at work may spread illness to other employees.
2. Death for someone other than the employee's immediate family (see Funeral Leave). Sick leave usage for this purpose is limited to two (2) days per occurrence. Upon the approval of the Board or Township Administrator, leave may be extended for an additional five (5) days.
3. Medical, dental, or optical examinations or treatment of the employee or a member of the employee's immediate family, when an appointment cannot be made during non-working hours.
4. Pregnancy and/or childbirth related conditions. A limit of five (5) working days may be charged to sick leave for the care of an employee's wife and family during the postnatal period.
5. Sick days may also to be used for attending to an ill family member where the employee's presence is necessary. For purposes of sick leave, immediate