

Holidays and Other Leaves For Full-Time Employees

Paid Holidays - Regular, full-time employees receive the following eight (8) paid holidays each year:

- New Year's Day
- Martin Luther King's Birthday
- Presidents Day
- Memorial Day
- Independence Day
- Veterans Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Jury Duty - Employees in regular positions will be granted a Leave of Absence for time required to serve on jury duty and shall be compensated at their regular rate of pay. Employees will be required to provide verification of the actual time spent for jury selection and duty.

Civil Leave - An employee required to be absent from work by lawful subpoena issued by a court or legally constituted commission, which compels his presence as a witness in a case to which he is not a direct party, shall be granted an administrative Leave with pay for such Absence. Employees will be required to provide verification of the actual time spent for jury selection and duty.

Military Leave - Regular employees attending annual training or performing other duties in an official duty status will be entitled to a paid Leave of Absence for the duration of the annual training program or assignments, not to exceed fifteen (15) work days, plus necessary travel time in any one (1) calendar year. Employees requesting such Leave must present a copy of his orders for each assignment requiring his Absence. Employees called to duty in an emergency situation by the Governor or by the President of the United States shall be granted a paid Leave of Absence for the duration of the emergency situation, not to exceed thirty (30) work days. Military Leave for periods exceeding thirty (30) consecutive working days shall be treated as Veteran's Reinstatement.

Leave OF Absence - Employees may be granted Leave without pay for up to six (6) months. Leaves of Absence are renewable for up to six (6) months. Leaves of Absence without pay shall not be granted solely for the benefit of the employee. All such Leaves shall be granted at the discretion of the Department Director.

Catastrophic Leave - The Catastrophic Leave Bank is to allow eligible participating employees who have exhausted all available Leave balances to receive additional Leave benefits for extended absences upon submission of a properly documented application and approval by the Review Committee.

Family And Medical Leave (FMLA) - Employees who have been employed by the City for at least one (1) year and who have worked at least 1250 hours during the previous twelve (12) months, are entitled to a total of twelve (12) weeks of unpaid Leave for the following reasons:

- to care for a newborn child;
- to care for a child following placement with the employee for adoption or foster care;
- to care for a spouse, child (under 18 years or who is incapable of self-care), or parent who has a serious health condition; or
- because of a serious health condition that makes the employee unable to perform his job functions.

The National Defense Authorization Act for 2008, provides eligible employees two important new leave rights related to military service.

Advance Leave notice (at least 30 days before the Leave is to begin or as much as is practical) and medical certification shall be required.

The mandatory and contributory pension plan begins following the completion of one (1) year of employment in a full-time position.