

- F. Employees whose normally scheduled day off falls on a City observed holiday receive eight (8) hours Holiday pay. These hours will be considered hours worked for payroll purposes.
- G. To be eligible to receive pay for a City observed holiday, an employee must have actually worked on both their last scheduled workday or shift before and their workday or shift after the City observed holiday unless the absence is authorized.
- H. Regular intermittent and temporary employees are not eligible for Holiday pay, however, if assigned and scheduled to work on a holiday or are called in to work and in fact do work on the holiday, will receive pay at time and a half for all hours worked that day.
- I. Regular part-time employees as defined in Section 4.2 (A) will be paid for those hours normally worked if their normal work schedule falls on a City holiday and if their normal work location is closed during the holiday, and they meet the eligibility requirements in Subsection (G) above.
- J. No eligible employees whose normal work week is forty (40) hours will be paid less than forty (40) hours due to an observed holiday.

9.2 Vacation Leave.

This leave is intended to be used to provide employees with a proper period of rest and relaxation. Department Directors must make every effort to insure that vacation leave is used by all employees on a current yearly basis. No employee may accrue more than four hundred (400) hours of vacation leave.

- A. Regular Full-time Employees. Regular full time employees accrue paid vacation leave according to the following schedule. Note: Department Directors may be credited up to eighty (80) hours vacation leave upon hire (unless promoted from within) and accrue eighty (80) hours vacation leave after one (1) year of service until the six (6) year service period.

Years of Continuous Employment:	1	2 to 5	6 to 10	11 to 15	16 or more
Equivalent Hours per Year:	40	80	120	160	200

- B. Other Employees. Regular part-time, intermittent, and temporary employees do not earn vacation leave.
- C. Initial Introductory Period. During the initial introductory period new employees are credited with vacation leave but are not permitted to use it prior to the completion of their introductory period. Introductory period employees who are terminated or who resign prior to completing the initial introductory period will not be paid for any accrued vacation leave.

- D. Scheduling. The dates for the taking vacation leave must be scheduled in consultation with and approval by the employee's supervisor or Department Director. In cases where the requested vacation schedules of two or more employees would adversely affect the efficient operation of the City, vacation leave will be granted on the basis of seniority of City employment.
- E. Holiday During Vacation. City observed holidays that occur during the taking of an employee's authorized vacation leave will not be counted as a day of vacation leave.
- F. Leave Without Pay. An employee does not earn vacation leave when on a leave without pay. Vacation accrual will be pro-rated based on regularly scheduled hours worked or paid within a pay period.
- G. Minimum Hours. Employees may use vacation leave in units of not less than 1/4 hour, subject to the approval of the Department Director. At no time will usage of vacation leave put an employee beyond his/her regularly scheduled hours for the workweek.
- H. Notice. Department Directors must receive approval by the City Manager in advance of their intended vacation leave to coordinate key personnel absences and to insure the efficient operation of City services.
- I. Termination. Upon termination other than involuntary separation, an employee may, with City Manager approval, be compensated for all earned but not used vacation leave at the employee's final rate of pay. Generally, unless otherwise directed by the City Manager, this pay off will be subject to the accumulation limit of four hundred (400) hours and will require that the employee give the City a two (2) week notice and work the notice period.
- J. Death. In case of death of an employee, unused vacation leave will be paid to the employee's beneficiary as designated in the employee's life insurance enrollment card.

9.3 Sick Leave.

Regular full-time employees earn sick leave with pay to use in case of absences resulting from illness, injuries, accidents or other physical incapacity occurring off the job. No employee will be permitted to use sick leave for any period spent on unauthorized leave. Sick leave may also be used for medical, dental and/or vision appointments, provided that at least one day's notice is given to the immediate supervisor.

- A. Amount of Sick Leave. Regular full time employees earn 3.693 hours of sick leave each pay period. This is the equivalent of ninety six (96) hours per year. Sick leave accrual is pro-rated based on regularly scheduled hours worked or paid within a pay period. No employee may accrue more than four hundred and eighty (480) hours of sick leave.
- B. Regular part-time, intermittent and temporary employees do not earn sick leave.
- C. Any absence for a fraction or part of a day that is chargeable to sick leave will be charged in increments of not less than one-half (1/2) hour. At no time will usage of sick leave put an employee beyond his/her regularly scheduled hours for the workweek.
- D. Notification. To be eligible for paid sick leave an employee or his/her designee, must notify the employee's immediate supervisor with the reason for the absence. This must be done no later than one (1) hour before the beginning of the first workday for which sick leave is being sought.
- E. Termination of Employment. An employee with ten (10) or more years of service is paid twenty-five percent (25%) of accumulated sick leave, at the employee's final rate of pay, upon termination of employment. Generally, unless otherwise directed by the City Manager, payment of these hours will require the employee giving the City two (2) weeks advanced notice and working during the noticed period.
- F. Use. Sick leave is a privilege to be used only when needed and is intended for bona-fide illness, medical and/or dental appointments. The City may, at any time, request medical verification of any absence before authorization of sick leave benefits. The City may also require a physical check-up by a City designated physician, to verify "fitness for duty" in instances of habitual sick leave absence.

Habitual or routine use of sick leave will require written verification from a medical professional. Situations that qualify under FMLA will be handled in accordance with the law.
- G. Family Leave. The City acknowledges the support given to employees by family members. Accordingly, employees may use accrued sick leave to care for legal dependents and spouses. Provisions for prolonged absences stated above in subsections (D) and (F) are applicable to absences for family member illnesses.
- H. Abuse. Intentional falsification of sick leave requests or abuse of the privilege will be considered as cause for disciplinary action up to and including termination of employment.
- I. Borrowing Sick Leave. Borrowing or advancing sick leave is not permitted.

- J. Application. This sick leave policy applies to all non-bargaining unit employees and may not be waived, altered or changed without the approval of the City Manager.
- K. The City Manager may authorize sick leave donations to a needy employee on a case by case basis, **however, only** employees on authorized FMLA leave (maternity/paternity FMLA included), **unless otherwise authorized by the City Manager**, are eligible to receive sick leave donations provided their department director recommends such to the City Manager based on the employee's non-abuse of sick leave.

9.4 Direct Deposit.

The City encourages employees to participate in the direct deposit program. This program allows an employee's net pay – that is, wages less mandatory and employee authorized deductions, to be deposited to the employee's bank account so that funds are available for withdrawal or transfer on the scheduled payday.

Employees may have their paychecks deposited directly to any bank, credit union and/or savings institution in the Federal ACH system. Employees receive a direct deposit earning statement each payday. Direct deposit earning statements include the same pay information that would be included in a paycheck stub – for example, tax deductions. Information and forms are provided during the initial orientation of a new employee and are also available from the Finance Department.

9.5 Group Insurance Coverage.

All regular full-time employees are eligible for coverage under our group policies for medical, life, and dental insurance. These insurance programs, and degree of participation, are subject to change. Current coverage particulars are provided during new employee orientation and are available from the HR Department. Insurance coverage becomes effective the first day of the month following the day of hire. There is no charge to the employee for self-coverage. Employees who elect Dependent coverage pay a bi-weekly amount.

9.6 COBRA.

The federal Consolidated Omnibus Reconciliation Act (COBRA) gives eligible employees and their qualified beneficiaries the opportunity to continue medical and dental insurance coverages under the City of Deltona's plans when a qualifying event would normally result in the loss of eligibility.

Some common qualifying events are resignation; termination of employment or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at City of Deltona's group rates.

The HR department provides eligible employees and their dependents with written notice describing rights granted under COBRA, when the employee becomes eligible for coverage under the City's medical and dental plans and at termination of employment. The notice contains important information about the employee's rights and obligations.

Eligible employees or their dependents, that become eligible for COBRA, have sixty (60) days from the qualifying event to elect continuation of coverage. Further details and necessary forms are available from the Human Resources Department.

9.7 Retirement Program.

The City of Deltona provides a retirement plan for all eligible employees, to provide income after retirement. In addition, an employee may elect to have payroll deductions made to a voluntary deferred compensation plan. Details of the plans are provided during new employee orientation and are also available from the HR Department.

9.8 Educational Incentives and Benefits.

The City may, within available funds and budgetary restraints, reimburse up to one hundred percent (100%) of the costs of tuition and books incurred by an employee taking approved courses of instruction in pursuit of an approved degree or diploma at an approved educational institution. Reimbursement is limited to \$2,500 per fiscal year or as indicated by the collective bargaining agreement and is subject to available funding of the benefit as determined by the City Manager as well as the following:

- A. The course is approved as part of a program for an institutional degree.
- B. There is no duplicate payment for the same course. If the course is reimbursable through some other source, the provisions of the City's educational incentives program do not apply.
- C. Requirements to obtain these benefits are:
 - 1. Full-time employment with the City for at least twelve (12) months prior to an employee being eligible to apply for educational benefits.
 - 2. The educational training may be at the community college or university level.
 - 3. Any employee interested in educational benefits must turn in to the Department Director a "Request for Educational Assistance Funds" form prior to the start of the course(s). The form requires information concerning course content, costs and dates of attendance.

4. Employees will use off-duty time to attend any course of instruction not required by the City as a part of any in-service training program.
5. Within the fiscal budget year limit, the City may pay the actual costs (tuition and books) for the employee attending courses based on the attainment of a grade of "B", or "satisfactory/passing" completion of courses that are not letter graded.
6. In order to qualify for reimbursement, all courses attended **must be approved in advance** by the City Manager and must be contributory to the long-range value of the employee to the City.
7. After successful completion of the course(s), the employee must provide the HR Director with original receipts for all tuition and book costs, and a copy of the final grade, certification, or degree in order to receive reimbursement.
8. An employee using the educational reimbursement program will reimburse the City for tuition and book expenses in the event he/she does not remain employed with the City for one (1) full year after completion of the course(s).

9.9 Training.

City employees are encouraged to participate in training opportunities that will enhance job skills and knowledge. Because of this and based on fund availability, the City will pay for training opportunities that come up throughout the year.

- A. These training opportunities may include conferences, seminars, and individual courses offered by vendors or various professional or educational institutions and associations.
- B. Authorization for training is granted by the Department Director and approved by the City Manager. At the recommendation of the Director, an employee may be allowed to attend a training opportunity during normal working hours. Once the City Manager authorizes a training opportunity, the City will pay convention, conference, or training course registration fees.
- C. If an hourly employee is **REQUIRED** to attend special training sessions after regularly scheduled working hours, the employee will be paid overtime if hours worked, and time spent in training, equal more than forty hours in the applicable work-week otherwise the training time will be paid at the straight-time rate.

- D. This does not include course work required by the State or Federal Governments for certification purposes or voluntary attendance to training opportunities offered by the City.

9.10 Worker's Compensation

In the event of a work-related injury or illness, employees are required to immediately report the incident to his/her immediate supervisor or Department Director. The employee and supervisor must complete and sign an "Accident/Incident Report, Form 889-1" and send it to the Risk Manager by the end of the work shift by fax, email or interoffice mail. If the employee requires medical treatment, a supervisory employee must take the injured employee to the medical facility. Authorization for medical treatment can be given by the supervisory employee completing the "Authorization to Treat" form 889-2.

The employee will be given a medical status form by the treating facility and must submit copies to Risk Management upon returning to the work location. In emergency situations, an injured employee is taken to the nearest emergency room and the "Authorization to Treat" form 889-2 is used.

- A. Light duty assignments are made in accordance with the City's light duty policy.
- B. Medical payment, review of treatment needs, temporary position changes, and record keeping requirements are coordinated through the City's Risk Manager or HR Director. Questions or concerns about coverage must be forwarded to the Risk Manager or HR Director for proper handling.