

either the work day immediately preceding or the work day immediately following the holiday.

2. **Compensation for Work on Scheduled Holiday.** Employees who work on Officially designated holiday shall be compensated as provided under Article IV, Section 3, and Overtime.

Section 5. Annual Leave (Vacation)

1. **Persons Entitled.** All regular employees working full or part-time and regular employees serving temporarily in substitute or acting capacities, are eligible to accrue vacation leave as outline below.
2. **Accrual and Accumulation of Vacation Leave.** When a fulltime probationary employee is been employed by the City, he/she begins to accrue leave. This does not include temporary employees. Such accrued leave shall not be taken until successful completion of the probationary period except with specific approval of the City Administrator. Full-time employees accrue leave at the rate of 96 hours per year.
 - i. Regular 40 hours per week employees shall accrue vacation leave at rate of 96 hours per year.

No annual leave shall accrue while an employee is on leave without pay, worker's compensation, or disability leave; and

- ii. No normal leave shall accrue when, due to an unexcused Absence, an employee works less than sixty (60) percent of the scheduled hours in a pay period.
- b. Vacation leave will be charged for each duty hour taken off. Employment for less than six months does not entitle the employee to accrued vacation or leave.
- c. Maximum amount of vacation time an employee can accrue is 30 days. The following represents number of hours in a 30 day period:
 - i. FD 8 hours
 - ii. PD 8 hours
 - iii. Other 8 hours

Time for Using Vacation Leave. Vacation leave assignments will be made in accordance with the preference of the employees where possible; however, leave must be taken at the convenience of the department, and the Departments Head's or City Administrator's decision as to when leave may or may not be taken will be final. Seniority will be a major factor when preparing leave schedules. No split vacation leave will be granted without prior approval of the City Administrator.

3. Pay in Lieu of Vacation Leave. Effective July 01, 2019 the City of Claxton will discontinue the practice of employees being paid for annual leave in lieu of taking leave (vacation). Amended on April 15, 2019 in regular council meeting.
4. Payment for Unused Leave. When an employee is separated from the Service, such employee shall be paid for all unused annual leave (up to 96 hours) unless he or she fails to give proper notice of resignation as provided in Article IV, Section 10.

Section 6. Sick Leave

1. General. Sick leave shall be allowed to an eligible employee:
 - a. In the case of actual sickness or disability of the employee or for medical, dental or eye examination or treatment for which arrangements cannot be made outside of working hours and
 - b. When the employee is required to care for a sick or injured spouse, child, or member of the immediate family. The employee shall report the illness prior to his or her scheduled work time if possible. If not, the employee shall see that the illness is reported within 30 minutes after the time he or she is scheduled to have reported for work.
2. Persons Entitled. Those employees entitled to earn annual leave shall also be eligible to earn sick leave.
3. Job Related Accident or Injury of Employee. See Section 7 of this Article.

four (4) hours per month, for a total of forty-eight (48) hours per year. Following one (1) year of service, fulltime employees shall accrue sick leave at the rate of eight (8) hours per month for a total of **ninety-six (96) hours per year.**

5. **Reporting Sick Leave.** An employee who is absent from work because of illness is responsible for reporting to the appropriate supervisor or Department Head prior to the beginning of designated reporting time on the day of absence, and will be expected to keep his/her supervisor or Department Head informed of his/her progress on a regular basis; such leave will be charged against sick leave. In the event of failure of compliance with this provision, the employee will be charged on the payroll with leave without pay.
6. **Use of Sick Leave.** Sick leave is not to be considered a right which an employee may use at his/her discretion, but a privilege not to be abused. Department heads who feel an employee is abusing sick leave privileges may require the employee to furnish a doctor's certificate for each period of absence regardless of the provisions of "8" below.
7. **Transfer of Sick Leave.** Upon approval of the City Administrator an employee may transfer a portion of his/her accumulated sick leave to another employee who has no sick leave and has a need for it.
8. **Doctor's Certificate.** Sick leave with pay in excess of three consecutive work days for reasons of personal illness or physical incapacity shall be granted only after presentation of a written statement of a licensed physician, or dentist, certifying that the employee's condition prevented performance of the duties of the position, and shall always be required when a paid replacement is called to duty.
9. **Sick Leave on Termination of Employment.** An employee upon separation from the City service shall not receive payment for accumulated sick leave.
10. **Advance of Sick Leave.** The City Administrator may, upon request, advance sick leave equal to accrued but unused vacation time.
11. **Leave Without Pay.** A Department Director, with the approval of the City Administrator, may grant a full-time employee a leave of absence without