

hundred twenty (120) hours shall be forfeited on January tenth (10th) of the year following the calendar year (Jan. 11 to Jan. 10) in which the leave was accrued.

- G. A holiday which falls during an employee's annual vacation leave shall be counted as a paid holiday and not as annual vacation leave.
- H. An employee who is separated from employment may be compensated for all accrued annual vacation leave.
- I. All annual vacation leave requests should be submitted a reasonable time in advance of the desired time off to the department head. If an excessive (being the number of requests if granted that would render the department or organization ineffective) number of employees request annual vacation leave for the same time period, annual vacation leave shall be granted in order of application (first-come-first-served) at the discretion of the department head.
- J. Official annual vacation leave records will be maintained and kept current by posting on the employees' pay stubs by the Finance Director, or designee.

3. **HOLIDAY LEAVE.**

A. Paid holidays which apply to full-time salaried employees are:

- (1) New Year's Day.....January 1st
- (2) Human Rights Day.....3rd Monday in January
- (3) President's Day.....3rd Monday in February
- (4) Memorial Day.....Last Monday in May
- (5) **Juneteenth**..... June 20th
If the holiday falls on a Tues, Wed, Thurs or Fri, it will be observed on the preceding Monday. If the holiday falls on a weekend it will be observed the following Monday.
- (6) Independence Day.....July 4th
- (7) Pioneer Day.....July 24th
- (8) Labor Day.....1st Monday in September
- (9) Columbus Day.....2nd Monday in October
- (10) Veteran's Day.....November 11th
- (11) Thanksgiving Day.....4th Thursday and Friday in November
- (12) Christmas Day.....December 25th

- B. If any of the above holidays fall on Saturday, then the preceding Friday shall be the holiday. If any of the above holidays fall on Sunday, then the following Monday is the holiday. *If Juneteenth falls on a Tuesday, Wednesday, Thursday or Friday, it will be observed on the preceding Monday. If Juneteenth falls on a weekend it will be observed the following Monday.*

4. SICK LEAVE.

- A. Purpose. Sick leave shall not be considered as a privilege which an employee may use at their discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee or immediate family of the employee.
- B. Use of sick leave. Sick leave may be used at any time with approval of the Department head for any of the following reasons:
- (1) When the employee is unable to perform their regular duties or other temporary work to which they may be assigned.
 - (2) Visits to hospitals, clinics, doctor's and dentists' offices for diagnosis or treatment of illness or injury or examination. The minimum time that may be taken by non-exempt employees is one (1) hour.
- C. Eligibility. Sick leave shall be available to all permanent full-time salaried employees, including probationary employees. Non-salaried, part time, seasonal and temporary employees are not eligible for sick leave. Sick leave will be granted to employees during their first ninety (90) calendar days of employment, if sick leave has been accrued.
- D. Accrual. Sick leave is accrued at the rate of one (1) day per month or twelve (12) days per year. The employee will begin to accrue sick leave immediately upon being hired by Richfield City. Sick leave shall not accrue if an employee is in a leave-without-pay, family medical leave, short-term disability or long-term disability status. Sick leave shall accrue to a maximum of sixty (60) days. Records will be kept by the Mayor, or their designated representative.
- E. Use. Sick leave shall be charged against non-exempt employees in not less than one (1) hour increments. Advance sick leave is not allowed.
- F. Termination. An employee who is terminated shall not be compensated for unused accrued sick leave.
- G. Payments.
- (1) In order to qualify for sick leave payments, an employee must notify the Mayor, City Administrator or department head, no later than one (1) hour after normal starting time on each day of absence unless the circumstances surrounding the absence make such notification impossible. The Mayor, City Administrator or department head, should also be kept advised of the employee's progress and expected date of return to duty.