

time hourly rate of pay for all time in excess of this maximum. Each non-bargaining employee who accumulates more than two hundred eighty (280) hours for non-management (or four hundred eighty (480) hours for management /supervisory employees) in any one year shall be compensated at 50 % of their regular straight time hourly rate of pay for all time in excess of this maximum. The city, on behalf of the non-bargaining employee, shall contribute up to the limit permitted by applicable tax law for the respective plan (without endangering the tax status of that plan), an amount equal to 50% of excess vacation leave pay into the city of Venice non-bargaining retirement plan or other similar plan. Excess vacation leave pay for this section is defined as the number of vacation leave hours in excess of 280 hours for non-management employees or 480 hours for management/supervisory employees in any one year multiplied by the employee's regular straight hourly rate or equivalent as determined by the finance department. Any payments made directly to the employee shall be made within the first payroll period in December of each year.

### **2.3 PAID HOLIDAYS**

The City of Venice observes a number of official paid holidays each year. The normal paid holiday schedule is as follows:

New Year's Day (January 1)  
Martin Luther King, Jr. Day (Third Monday in January)  
President's Day (Third Monday in February)  
Memorial Day (Last Monday in May)  
Independence Day (July 4)  
Labor Day (First Monday in September)  
Veterans Day (November 11)  
Thanksgiving Day (Fourth Thursday in November)  
Day after Thanksgiving (Fourth Friday in November)  
Christmas Eve Day (December 24)  
Christmas Day (December 25)

Holidays falling on weekends will be observed on designated days that may be changed to coincide with business considerations at the discretion of the city manager. To be eligible for holiday pay, the employee must be on paid status. For the purpose of this section, paid status includes vacation leave, sick leave, compensatory time and supplemented workers compensation. An employee may not be entitled to be paid for any holiday in which they are absent either the day before or after the holiday without advance notice or unless satisfactory evidence of illness is furnished to the employee's supervisor.

### **2.4 SICK LEAVE**

In order to help protect employee income in the time of illness, the city provides employees with a sick leave program. Under this benefit, employees accumulate eight (8) hours of sick leave at the end of the month for any month in which they are on paid status for at least eighty (80) hours.

For the purpose of this section, paid status includes vacation leave, holiday pay hours, sick leave, compensatory leave and supplemented workers compensation.

Sick leave may be used for illness, disability or related conditions. Sick leave may be used to cover absences made necessary by illness in an employee's immediate family. For the purpose of this section, the employee's immediate family is defined as the employee's spouse, father, mother, son, daughter, stepchild or as determined by the director of human resources.

Sick leave is a privilege, and therefore must be used only for legitimate illness. When an employee is ill and cannot report for work, the employee or a family member must notify the employee's supervisor no later than the time the employee is regularly required to report to work. If an employee fails to contact their supervisor, the leave will be considered unauthorized leave and may result in the loss of sick leave pay. The city reserves the right to require a written physician statement as proof of illness for receipt of sick leave benefits.

Sick leave benefits may not be granted if it is requested for scheduled workdays just before or after holidays or vacations unless satisfactory evidence of illness is furnished to the employee's supervisor. Employees, who become ill on their scheduled vacation, may utilize sick leave benefits in lieu of vacation leave with proof of physician's certification referencing the duration of the illness.

Sick leave benefits may not be abused. Employees who abuse sick leave will be subject to disciplinary action. Any use of this privilege, except for legitimate illness or disability, will be treated as falsification of time records and subject to immediate disciplinary action. Examples of sick leave abuse include the following:

- Regularly taking one or two sick leave days each month.
- Creating a pattern by taking sick leave before or after weekends, the first or last day of the normal workweek, if the workweek is other than Monday through Friday, and/or before or after a holiday and/or a vacation.
- Calling in too ill to perform normal duties but not too ill to do other things.
- An employee telling co-workers of a plan to take a day off, and then calling in sick that day.
- Being employed for six (6) months or more and having minimal sick leave accumulated.

#### Sick Leave Value

The city will document in each non-bargaining employee's personnel file the number of hours of each employee's sick leave accrual as of September 30, 2013. From October 1, 2013 onward, only these documented hours may be used for the purposes of cash-ins as described below. Hours accumulated from October 1, 2013 onward may be used as described above but will have no cash-in value. Hours used from October 1, 2013 onward will be drawn from the bank of hours accumulated before October 1, 2013.

### Sick Leave Incentive/Cash-in Policy

As an incentive to limit abuse of sick leave, up to 90 days (equivalent to 720 hours) of sick leave may be accumulated at which time employees who are covered under a collective bargaining agreement may cash-in up to 30 days (equivalent to 240 hours) as follows:

- Employees hired before 10/1/1993 will receive 50% of their current straight hourly rate
- Employees hired on or after 10/1/1993 will receive 25% of their current straight hourly rate

The employee who is covered under a collective bargaining agreement must request this cash-in on the city-approved form, and the city shall endeavor to process payment during the next available pay period. Employees who are covered under a collective bargaining agreement and who are separated for any reason will receive payment for any unused sick leave pursuant to their hire date and the above outlined percentages. Non-bargaining employees that accumulate more than seven hundred and twenty (720) sick leave hours in any one year shall be compensated at 50% of the following:

- Employees hired before 10/1/1993 will receive 50% of their current straight hourly rate
- Employees hired on or after 10/1/1993 will receive 25% of their current straight hourly rate

The payments to the employee shall be made within the first payroll period in December of each year.

In addition, the city, on behalf of the non-bargaining employee, in addition to such payment directly to the employee, shall contribute up to the limit permitted by applicable tax law for the respective plan (without endangering the tax status of that plan), an amount equal to 50% of excess sick leave pay into the city of Venice non-bargaining retirement plan or other similar plan. Excess sick leave pay for this section is defined as the number of sick leave hours in excess of 720 hours in any one year multiplied by the employee's regular straight hourly rate or equivalent as determined by the finance department, and multiplied by 50% for employees hired before 10/1/1993 or 25% for employees hired on or after 10/1/1993.

For each non-bargaining employee who is separated for any reason, in lieu of such payment directly to the employee, the city, on behalf of the non-bargaining employee, shall contribute up to the limit permitted by applicable tax law for the respective plan (without endangering the tax status of that plan), an amount equal to 100% of final sick leave pay into the city of Venice non-bargaining retirement plan or other similar plan. Final sick leave pay is defined as the number of sick leave hours multiplied by the employee's straight hourly rate or equivalent at the time of separation as determined by the finance department multiplied by 50% for employees hired before 10/1/1993 or 25% for employees hired on or after 10/1/1993.