

## Article VIII

### Sick Leave

Section 1: All employees covered by this agreement shall be granted sick leave with pay for the purpose of leaving with pay from duty, in the event of any sickness and/or injury for themselves or any immediate family, at a rate of 15 working days per year in anticipation of continued employment. The time shall be calculated based upon the ten hour shift. 15 Days = 150 hrs

Section 2: For any sickness, illness or injury occurring or arising to an employee as a result of his/her employment, the employee shall be compensated in accordance with the terms and conditions of the current Worker's Compensation Insurance Policy, up to the employee's full pay.

Section 3: Each employee shall receive three (3) working days off for the purpose of caring for his/her immediate family in the event of sickness in the employee's immediate family. These (3) days off shall be at full pay and any immediate family sick leave time provided for in this section shall not be accumulative nor shall be deducted from any sick leave provided for in section 1 of this article. This time may be taken as a full day or as a fraction thereof. Immediate family in this article shall be defined as spouse, children, mother, father, grandparents, brothers or sisters of the employee and parents and grandparents of the spouse. Each employee hired after January 1, 2018 shall have two working days off to be used for family illness.

Section 4: Upon termination of employment, the officer shall be entitled to a lump sum payment for earned and unused accumulated sick leave computed at the current employee's daily rate of pay. However, in no event shall any officer's payment exceed \$20,000, unless the employee separation was due to a disability retirement or death.

Section 5: Sick time may be taken in full days or half days. Sick leave can be utilized in increments of one hour.

Section 6: A: Each member of the unit may convert twenty (20) sick days or 200 hrs, regardless of the number of days used as pay as an incentive for non-use of sick time. Unit members must maintain a minimum of 200 hrs accumulated after the conversion to be eligible except in the final year of employment. Members shall be compensated at the rate of pay for the current year.

B: Payment of this incentive shall be made by the first pay period in March of the following year. Eligible employees must select the conversion by February 15<sup>th</sup>.

Section 7: Members may be permitted to pool sick time for the use of a member upon a review of the PBA Executive Board.

Section 8: In the final year of employment, an employee may convert his/her entire sick entitlement for that year. If an employee retires in the middle of the year he/she will be allowed to convert their prorated sick entitlement for that year calculated to the next six month period (January or July). The employee should notify the Township Administrator in writing, prior to February 1<sup>st</sup> of the year in which the employee is going to retire, if the employee intends to convert the entire entitlement.

#### Article IX Personal Leave Days

Each Employee shall be granted four (4) personal leave days off with pay during the course of any calendar year to be taken as full days or half days. Said leave days are not accumulative and will be lost if not utilized during the calendar year. Prior notice of taking personal days is recommended, but not required. No employee is required to explain the purpose of any personal leave days. These personal leave days will be utilized at the officer's discretion and cannot be denied under any circumstance without exception. Employees shall be permitted to utilize family illness days as personal days or vice versa.

#### Article X Bereavement Leave

All regular full time employees covered by this agreement shall receive five (5) working days off with pay in the event of a death in the employee's immediate family. The term immediate family shall include parents, brothers, sisters, spouse's parents, brothers and sisters, grandparents and grandchildren of the employee or spouse, or any other dependent relative living within the employee's household.

For any family death other than that of the immediate family the employee shall be granted up to two (2) consecutive days to attend wake and funeral services provided the services fall on an employee's work day, otherwise they shall be granted one (1) day. Eight (8) working days shall be granted in the event of a death of an employee's spouse or children.