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| <h1 style="text-align: center;">TOMS RIVER TOWNSHIP FIRE DEPARTMENT</h1> <h2 style="text-align: center;">Communications Policies</h2> |                                                                                                                           |               |  |
| CHAPTER: 8                                                                                                                            | SECTION: 13                                                                                                               | # OF PAGES: 1 |                                                                                     |
| <b>SUBJECT: SICK TIME INCENTIVE</b>                                                                                                   |                                                                                                                           |               |                                                                                     |
| EFFECTIVE DATE: 01/13/2022                                                                                                            | BY THE ORDER OF: Toms River Bds of Fire Commissioners Dist. 1 & 2, individually; and Toms River Joint Fire Officers Assn. |               | SUPERSEDES ORDER #:<br>N/A                                                          |

**PURPOSE:** This is a guideline for the Fire Dispatchers request for sick time incentive payout.

**PROCEDURE:**

Pursuant to the contractual agreement between Toms River Boards of Fire Commissioners and the Fireman's Benevolent Association Local#483 it states in the event an employee uses no sick time between the period of January 1<sup>st</sup> through June 30<sup>th</sup>, he or she shall be paid a sick leave incentive payment of \$500 on or before August 30; if the employee takes no sick time though the period of July 1 through December 31; he or she shall receive an additional payment of \$500, on or before February 28.

**POLICY:**

If the employee has not used any sick time as listed above, it is the responsibility of the employee to send an email to the Dispatch Supervisor and CC Payroll and HR with the dates and information needed.

This email must be sent within two weeks of the completion of the sick time incentive period.

For example, 2 weeks after June 30 and 2 weeks after the end of each year.