



## FOREST LAKES FIRE DISTRICT SICK LEAVE ACCRUAL AND USE POLICY NUMBER 0015



### **Purpose**

The purpose of this document is to provide policy for the Forest Lakes Fire District (Fire District) regarding the accrual and use of sick leave by full time, temporary and seasonal employees.

### **Definitions**

Under ARS 23-371-through 23-381 the Fire District is required to provide sick leave for all full time, temporary and seasonal employees. Currently the Fire District has less than 15 employees and therefore it follows the guidelines of a small employer.

### **Policy**

- A. Temporary and seasonal Fire District employees shall accrue a minimum of one hour of earned paid sick time for every 30 hours worked. Since the Fire District has less than 15 employees these employees shall not be entitled to accrue or use more than 24 hours of earned paid sick time per year. Full time employees are currently authorized to accrue 240 hours of sick time per year.
- B. All employees shall accrue earned paid sick time as follows:
1. Earned paid sick time as provided in this section shall begin to accrue at the commencement of employment.
  2. An employee may use earned paid sick time on the ninetieth calendar day after commencing .
  3. Earned paid sick time shall be carried over to the following year. Alternatively, in lieu of carryover of unused earned paid sick time from one year to the next, the Fire



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District may pay an employee for unused earned paid sick time at the end of a year.

4. At its discretion, the Fire District may loan earned paid sick time to an employee in advance of accrual by such employee.

C. The Fire District is not required to give financial or other reimbursement to an employee upon the employee's termination, resignation, retirement or other separation from employment for accrued earned paid sick time that has not been used.

Approved by the Forest Lakes Fire District Board on: \_\_\_\_\_.

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John Hennessey, Clerk

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