**Purpose**

The purpose of this document is to provide policy for the Forest Lakes Fire District (Fire District) regarding sick leave accrual and use in accordance with ARS 23-372.

**Definitions**

Employees will be credited with one hour of sick leave for every 30 hours worked. This policy defines the usage of accrued sick leave.

**Policy**

Sick leave will be accrued in accordance with the contract for a full time district employee. Any district employee, working fulltime that does not have a contract, will accrue according to management agreements, signed and placed in their files.

Usage shall be hour for hour or part thereof, in quarter hour segments.

Sick leave is deemed to have been earned at the end of each month. It is available for usage on the first of the month following the month earned. For partial months of employment, accrual will be divided by the number of workdays in the month. This factor is used to determine the correct amount of leave for the partial month.

Sick leave is not payable upon termination whether voluntary or otherwise.

The maximum accrual for combined sick leave and vacation time is limited to 480 hours for affected district employees.

Per statute the Forest Lakes Fire Board may loan earned paid sick leave time to an employee in advance of accrual by said employee.

An employee may request an advance on their sick leave by doing so after they have exhausted all their accrued vacation time but before they have totally exhausted their existing sick time accrual and by providing a written request (email being acceptable) to the their immediate supervisor. The supervisor will then provide a written reply to the employee in a timely manner, either approving the request or, if denying it, stating why the request is denied. In their request, the employee may request up to but not more than 160 hours of advanced sick leave.

Upon returning to work the employee will repay borrowed sick leave time at a rate of half of any newly earned sick leave until the entire borrowed leave is repaid.

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

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John Hennessey, Clerk