



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



Purpose

The purpose of this document is to provide a policy for the Forest Lakes 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 over 15 employees and therefore it follows those guidelines.

Policy

- A. All Fire District employees shall accrue a minimum of one hour of earned paid sick time for every 30 hours worked. Part-time, seasonal and temporary Fire District employees shall be entitled to accrue or use no more than 40 hours of earned paid sick time per calendar year (January 1-December 31). Full-time employees are currently authorized to accrue 240 hours of sick time per calendar 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 ninth calendar day after commencing .
 - 3. Earned paid sick time shall be carried over to the following year. Alternatively, in lieu of 40 hours of carryover of unused earned paid sick time from one year to the next, the Fire District may pay a part time, seasonal or temporary employee 24 hours for unused earned paid sick time at the end of a year, allowing a carryover of 16 hours of sick time.
 - 4. At its discretion, the Fire District may loan earned paid sick time to an employee in advance of accrual by such employee.
- C. Sick time will only be granted for scheduled workdays.
- D. Upon resigning or dismissal, unused sick time will not be paid.



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Approved by the Forest Lakes Fire District Board on: June 20, 2026

A handwritten signature in black ink, appearing to read "Israel Torres".

Israel Torres, Clerk