

**\*\*The Town of Yorktown Police Department maintains a Standard Operating Procedures Manual that addresses the specific policies and procedures for the officers' Holiday, Sick, Personal and Vacation time. Nothing in this manual is intended to supersede the specific policies and procedures for Officers as outlined in the Standard Operating Procedures Manual.**

**6.1 HOLIDAYS**

All full-time employees will receive the following paid holidays per year:

New Years Day	1 day
Martine Luther King’s Birthday	1 day
President’s Day	1 day
Good Friday	1 day
Memorial Day	1 day
Independence Day	1 day
Labor Day	1 day
Veterans Day	1 day
Election Day (Primary & General)	½ day
Thanksgiving	2 days
Christmas Eve	½ day
Christmas	1 day
News Year Eve	½ day

The Town Council shall have the right to grant additional days, if it is deemed proper to do so.

If any of the holidays fall on a Saturday, the preceding Friday shall be the observed holiday.

If any of the holidays fall on a Sunday, the following Monday shall be observed holiday.

Part-time and temporary employees will not be paid for holidays.

The Town recognizes that there may be religious holidays (other than those already designated as holidays) that employees would like to observe. It may be possible to arrange these holidays as scheduled days off, authorized absences without pay, or personal time off. Requests for the time off to observe religious holidays must be approved by the employee’s supervisor.

**6.2 VACATION**

It is the practice of the Town to provide full-time salaried and hourly employees with an annual paid period for rest and relaxation. The objective of vacations is the maintenance of employee health and morale.

A week for the purpose of determining vacations shall consist of seven consecutive calendar days, including holidays and weekends.

All full-time employees are granted vacation with pay by the following schedule:

After 1 year of employment	1 week
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After 2 years of employment	2 weeks
After 5 years of employment	3 weeks
After 10 years of employment	4 weeks

Vacation time shall accrue each year on the 1<sup>st</sup> day of the month in which the employee began his or her employment with the Town. After one year of employment all department heads and the Town Manager shall follow the above schedule except they shall receive three weeks vacation as a minimum, annually.

Employees will plan vacations with their supervisors so that due consideration to the needs of the Town will be given. In the event of multiple requests for vacation during the same time period, employee seniority is a factor in approving a vacation request. A vacation request for a specific time can be denied if it would be detrimental to the operation of the department.

Vacation leave may be taken in part or in full, but must be taken within the year following the year in which it is earned.

Accrued vacation leave is an asset for the employee and pay for this time shall be made to the employee's estate upon resignation, termination, or death. Part-time or seasonal employees are ineligible for vacation leave with pay. However, if agreeable with their immediate supervisor, they may take non-paid leave when necessary. In calculating vacation leave, the employee's starting date with the Town will be used as long as the service has been continuous.

The Town reserves the right to determine vacation schedules and to rearrange vacation schedules. Further, the Town may alter its vacation policy at any time.

### **6.3 SICK TIME**

*Note:* All sick leave restrictions will comply with the requirements of the Family and Medical Leave Act, when appropriate.

Sick leave is a benefit to be used only in the case of actual illness or injury, which prohibits employees from performing their duties.

Full-time employees shall accrue sick leave days at the rate of one-half day per month worked commencing with the month following the first full month of employment. Employees will be able to accumulate 15 days of sick leave each year.

Sick leave is to be utilized only for the following reasons:

- Illness or injury of an employee
- Medical or health related appointments
- Illness or injury within the immediate family

In order to qualify for sick leave pay, employees must comply with the following conditions:

- Employees shall notify their supervisor of their absence at least one hour prior to the start of their work shift.