



Tier 1 Fire Protection – For Employee Records

OTHER BENEFITS

HOLIDAYS

Employees receive the following nine (9) paid holidays per calendar year.

- New Year’s Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

The pay for each holiday shall be equal to the employee’s work shift (i.e. 4 hours for part time or 8 hours for full time). Holiday’s that fall on a Saturday will be observed the Friday before. Holidays that fall on a Sunday will be observed on the following Monday. Any employee working on a holiday will receive regular pay for all hours worked plus the holiday pay at their regular rate.

To be eligible for holiday pay, an hourly employee must work the entire last scheduled day before and the entire first scheduled day after the holiday. An observed holiday will not be considered a PTO day if it falls during scheduled PTO.

PAID TIME OFF

Full-time employees are eligible to accrue Paid Time Off each pay period from the first day of employment. Accrual rates are based upon length of employment as follows:

<u>Years of Employment</u>	<u>Hrs. Per Pay Period</u>	<u>Hrs. Per Year</u>	<u>Days Per Year</u>
0 – 4 years	1.54 hrs	80 hrs	10 days
5 – 9 years	2.31 hrs	120 hrs	15 days
10+ years	3.08 hrs	160 hrs	20 days

Full-time employees working less than 40 hours will accrue PTO on a prorated basis. No PTO will be paid out if terminated for cause or within a year of employment.

Vacation leave may not be accumulated to exceed two (2) weeks or 80 hours as of November 30. All hours exceeding two (2) weeks or 80 hours will be paid out to the employee on the first check in December.

Employees are eligible to take an additional 8 hours off each year on their Birthday. This is above and beyond the Paid Time Off listed above.

Part time employees are not eligible for vacation accrual.