



LEAVE PLAN

606.5 – SICK LEAVE INCENTIVE PROGRAM

1. **Policy Purpose:** To provide policy and procedures that encourages non-represented employees to stay healthy and not abuse sick leave hours.

Policy Coverage: This policy applies to all non-represented (non-exempt and exempt), full-time and part-time employees of the East Fork Fire Protection District.

Adopted Date: 05/21/2019

Revised Date: N/A

Policy #: 606.5

***The procedure established in this policy will be superseded and have no effect when covered by a similar or conflicting provision in a Collective Bargaining. For detailed information, please refer to your Collective Bargaining Agreement. ***

2. **Policy:**

- A. Non-represented FLSA exempt and non-exempt employees shall have the option to participate in the District’s annual sick leave buy-back program.
- B. If any such employee has an excess of the following Minimum Required Sick Leave Balances (see chart below) accrued as of the first pay period ending in November of each calendar year, he/she shall have the option to “cash-in” up to a maximum of 40 hours less any sick leave hours used during the year (e.g., 40 hours less 16 hours of used sick leave = 24 hours eligible for buy back) to a minimum of 16 hours as follows:

Sick Time Used During Calendar Year	Total Amount of Sick Leave Available to “Cash In”	Minimum Required Sick Leave Balance
0 hours	40 hours	340 hours
1 - 8 hours	32 hours	332 hours
9 – 16 hours	24 hours	324 hours
17+ hours	16 hours	316 hours

- C. Participation in this program is optional, and the employee’s sick leave bank must equal at least 300 hours after the District “buys back” the employee’s hours.

- D. The funding for this program shall be reviewed and reauthorized annually by the District Fire Chief as part of the annual budget process. The District Fire Chief may recommend to the Fire Board to either fund or not fund the program each year during the budget process.

3. Procedure

- A. On or before the last day of the first pay period in November of each calendar year, each eligible employee shall submit a buy back request form to the Executive Office Manager (Human Resources) on policy form 606.5F – Sick Leave Buy Back Form.
- B. The request will be reviewed by the Executive Office Manager and the District Accountant to ensure compliance with eligibility requirements, and the employee will be notified in writing as to the status if the request will not be processed.
- C. The calculation date will be the ending date of the first pay period in November.
- D. In calculating the incentive buy back amount, the District Accountant will use the following factors:
 - 1. The employee's current rate of pay (retroactive additions will not be allowed, e.g., a tardy or delayed merit increase).
 - 2. The number of hours available for buy back (e.g., if the employee applies for 40 hours buy back, but the District Accountant determines only 16 hours are eligible for buy back, then the District Accountant will reduce the requested buy back by 24 hours).
 - 3. Any other factors the District Accountant deems necessary to make the calculation.
 - 4. If approved, payment for eligible hours shall be made to employees on or before December 15th.
 - 5. All determinations concerning eligibility and amounts will be made by the District Fire Chief, District Accountant or the Executive Office Manager and are final and may not be appealed.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee and/or the Executive Office Manager, or his/her designee will review this policy every 3 years or sooner as necessary.