

# ENDWELL FIRE DISTRICT

## Rules and Regulations

FULL TIME EMPLOYEES POLICY	
<b>Number: 2023-13</b>	<b>Adopted: January 04, 2023</b>

Full-time employees are any employees that work 32.0 hours per week. The Endwell Fire District has established the work day per the New York State Retirement System for clerical/administrative positions to be 6.4 hours per day.

The Endwell Fire District Board of Fire Commissioners authorizes a flex-time policy that permits alternate times to be worked, as long as the individual works the total number of hours per week required by his/her position.

Employees must be employed full-time for six months to be eligible to participate and begin to accrue vacation and sick days.

### **VACATION:**

- Full-time employees with less than 10 years of service receive two weeks (10 days) of vacation leave.
- Employees with more than 10 years, but less than 20 years receive three weeks (15 days) of vacation.
- Employees with more than 20 years of service receive four weeks (20 days) of vacation time.

A maximum of ten (10) Days of vacation may be carried over each year. Vacation time will be pro-rated with 1/12 of the total days of vacation earned given each month.

### **SICK/PERSONAL TIME:**

Full-time employees receive one day of sick/personal time per month of employment.

Note: One day shall be equal to 6.4 hours per day which must include an unpaid lunch break of at least half an hour each day.

### **HOLIDAYS:**

Upon employment as full-time employees, employees receive the same holidays as Town of Union Employees. (Generally: New Year's Day, Martin Luther King Day, President's Day; Good Friday, Memorial Day, Juneteenth (June 19<sup>th</sup>), 4<sup>th</sup> of July, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day & the Friday after, Christmas Day; also Election Day in Presidential Election Day).

Check the Town of Union website each year to obtain the list of employee holidays.

### **PAYMENTS TO BE MADE UPON COMPLETION OF SERVICE:**

**(Ex: Retirement, Resignation, or Termination)**

**VACATION:** For vacation, the maximum carryover for any year from December 31 of that year to January 1 of the following year shall be 10 days. At the completion of service to the fire district, the maximum to be paid to any employee for accumulated vacation time shall be 30 days.

## ENDWELL FIRE DISTRICT - FULL TIME EMPLOYEES POLICY

**SICK/PERSONAL:** There is no maximum number of days of sick/personnel leave that may be accumulated. However, the maximum amount that will be paid for sick/personal days upon completion of service to the fire district will be 135 days which will be paid to the employee at the rate of 50% of the amount owed for these accrued days.

**Note: Any extra time, over the normal working hours (32.0), must be approved by the Chairman of the Board of Fire Commissioners.**

This policy will replace any previous policies in regard to vacation/sick/holiday pay for full-time employees.

Reviewed and Adopted: January 04, 2023  
Reviewed and Adopted: March 23, 2022  
Adopted by the Board of Fire Commissioners  
July 16, 2015