

# Key Largo EMS

## Work Schedule Policy

### I. Work Schedule:

1. Administrative personnel (a.k.a. Office Manager) shall work industry standard business hours (Monday – Friday) at 8-hour days per seven-day workweek; thus constituting forty (40) hours per week.
2. Any hours worked in excess of 40 hours per week (a.k.a. “overtime”) is paid at a rate of time-and-one-half for each hour of “overtime” worked.
3. The pay rates and benefits shall not exceed what was approved by the Key Largo Fire and EMS District.
4. All overtime must be approved in advance by scheduling officer and/or Chief of the department.

### II. Vacation Leave:

1. The primary intent of vacation leave is to enable each eligible employee to return to work mentally and physically refreshed. Employees are encouraged to take their vacation all at one time; however, vacation must be taken in full-workday increments.
2. Vacation hours for the year are awarded on October 1 of each year to coincide with the fiscal year’s budget.
3. Vacation time does not count as “hours worked” for purposes of calculating an employee’s entitlement to overtime during the 28 day FLSA work period.
4. The forty-hour employee’s schedule for vacation rate is as follows:

| <b>Time With Department</b>  | <b>Vacation Accrual Per Year</b> |
|------------------------------|----------------------------------|
| <b>i. 0-6 months</b>         | <b>0 hrs.</b>                    |
| <b>ii. 6 months - 1 year</b> | <b>40 hrs.</b>                   |
| <b>iii. 1-5 years</b>        | <b>80 hrs.</b>                   |
| <b>iv. 6-10 years</b>        | <b>120 hrs.</b>                  |
| <b>v. 11-20 years</b>        | <b>160 hrs.</b>                  |
| <b>vi. 21 years +</b>        | <b>200 hrs.</b>                  |

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### III. Vacation Balance:

1. Personnel are encouraged to use their vacation time during the year.
2. All unused vacation time will be paid out at the employee's regular rate of pay on September 30<sup>th</sup> to coincide with the budget cycle.

### IV. Sick Leave:

1. Sick leave is provided so that all regular employees will not suffer financially because of an inability to work due to illness or injuries. Sick leave is a privilege and not an entitlement, and is to be used in case of actual illness or injury suffered by an employee or immediate family.
2. "Immediate family" is defined as: mother, father, spouse, child, foster child, sibling, spouse's mother and father, grandparents, and grandchildren.
3. "Sick leave" is approved for related purposes as outlined below:
  - a. Physical or mental illness (including counseling) or injury
  - b. Medical, mental, maternity or dental care
  - c. An exposure to a contagious disease and possible endangering of others by attendance on duty
  - d. Critical illness or death of a member of the immediate family, as listed above.
  - e. In the case of death, up to five days (40 hours) is allowed.
  - f. Physician or practitioner appointments for employee and members of the immediate family as listed above, that cannot be scheduled outside of working hours.
4. Forty-hour employees will accrue 2.5 hours of sick leave every pay period to be accrued throughout the year for total of 64 hrs.
5. Sick leave can be carried over to the next calendar year to a maximum accrued total 128 hours. Any hours over the maximum accrued total 128 will be forfeited.
6. The sick leave balance is not paid out upon separation of employment.
7. Sick leave pay does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the week in which the sick day occurs.

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### V. Holiday Pay

1. Each forty-hour employee will receive 8 hours of paid leave on the following days:
  - a. **New Year's Day**
  - b. **Memorial Day**
  - c. **Independence Day**
  - d. **Labor Day**
  - e. **Thanksgiving Day**
  - f. **Christmas Day**
2. Holiday pay does not count as "hours worked" for purposes of calculating an employee's entitlement to overtime during the week in which the holiday occurs.

### VI. Bereavement/Emergency Leave

1. Bereavement leave will be granted to employee in the event of a death of an immediate family member for a period up to 40 hours.

### VII. Separation of Employment.

1. When an employee leaves to the fire department, they will receive a pro-rated portion of their vacation time balance. Since vacation time is awarded on October 1, that shall be the starting date and September 30 is the ending date. There are twenty-six (26) two-week pay periods in a year. A mathematical formula will be used to calculate the balance to be paid out based on when the separation date occurs. For example, if a person leaves in the middle of October, they will get  $1/26^{\text{th}}$  of the balance (one pay period). If they leave in the middle of December, they will get  $5/26^{\text{th}}$  of the balance (five pay periods). If they leave at the end of September, they will get  $26/26^{\text{th}}$  of the balance, which is the entire amount left.
2. Remanding sick time will be forfeited upon separation of employment without being paid out.