

**City of Norcross  
Paid Leave**

Statements of benefits in no way constitute a contract between the City of Norcross and its employees. Changes are given to current employees through normal channels.

**Annual Leave:** After 6 months of full time employment, an employee receives 40 hours of leave. On their one year anniversary they receive another 40 hours of leave. The following January 1<sup>st</sup> they receive 80 hours and will continue to receive 80 hours on January 1<sup>st</sup> until they complete five years of service. When they complete five years of service they begin to receive 120 hours each January 1<sup>st</sup> until they complete fifteen years of service and they then receive 160 hours of annual leave on January 1<sup>st</sup>.

**Sick Leave:** Employees earn 1.54 hours of sick leave each week, or 10 days of sick leave per year. Sick leave can accumulate to 800 hours. Upon retirement or termination unused sick leave is forfeited.

**Funeral Leave:** 1-3 days paid leave (based on relationship to employee). Fully explained in the Employee Handbook.

**Military Leave:** Military Leave in accordance with state and federal law.

**Jury Duty:** Upon presentation of notice the employee is excused from work, with pay, to serve on a jury. Leave is not granted for an appearance in court in a personal matter.

**FMLA:** Family and Medical Leave in accordance with federal law.

**Leave Without Pay:** Leave without pay upon approval of department head.