



## 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 including postings to the Employee Only portion of the City Website.

### **ANNUAL LEAVE**

After six months of full time employment, an employee accrues vacation leave credits on the following basis. The accrual rate increases on the employee's anniversary date.

<b><u>Year of Service</u></b>	<b><u>Hours Per Weekly Pay Period</u></b>	<b><u>Hours/Year</u></b>
Up to 5 years	1.5385	80
6 thru 15 years	2.3077	120
16 thru 20 years	3.0769	160
21 years or more	3.8462	200

### **SICK LEAVE**

Employees earn 1.5385 hours of sick leave each week, or 80 hours per year. Sick leave accrual is unlimited. Upon retirement or termination unused sick leave is forfeited.

### **FUNERAL LEAVE**

1-3 days of paid bereavement leave is granted for death of immediate family member. This benefit is fully explained in the Employee Handbook.

### **MILITARY LEAVE**

Military Leave is granted 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 is granted in accordance with federal law.

### **LEAVE WITHOUT PAY**

Leave without pay upon approval of department head.

