



HOLIDAYS AND LEAVE ACCRUAL POLICY

HOLIDAYS

Pursuant to Miss. Code Ann. 3-3-7

City Offices will be closed in recognition of ten (10) holidays each year. The list of holidays may be amended at any time by the Governor or municipal governing authority. All regular full-time employees will be paid for holidays according to the number of hours each is normally scheduled to work on the day on which the holiday falls.

All regular part-time employees will be paid for holidays according to the number of hours each is scheduled to work on the holidays. When a holiday falls on Sunday, the following Monday will be observed and when a holiday falls on Saturday, the preceding Friday will be observed. Holidays are observed from 12:00 a.m. (midnight) on the eve on the holiday to 12:00 a.m. (midnight) the day of the holiday.

Employees who are required to work on a holiday will be granted a compensatory day at the straight time rate for each holiday they are required to work, or if non-exempt; may be paid for the holiday at the straight time rate. Holiday pay does not count as hours worked for calculation of overtime. In order to receive pay for an observed holiday, employees must not have been absent without authorized leave either on the work day before or after the holiday.

The City of Jackson observes the following holidays:

January 1	New Year's Day
The Third Monday of January	Dr. Martin Luther King Jr.'s Birthday
The Third Monday of February	President's Day
The Last Monday of May	Memorial Day
June 19	Juneteenth
July 4	Independence Day
The First Monday of September	Labor Day
November 11	Veteran's Day
Last Thursday of November	Thanksgiving
December 25	Christmas Day

LEAVE

Personal Leave

City employees shall earn annual personal leave benefits on a pro-rated basis and credited to the leave bank of municipal employees during the employee's respective payroll cycle and according to the length of service. Personal benefits are not earned during any period of an unpaid leave of absence, for any time worked beyond the employee's regular shift assignment in a pay period.

Annual leave must be approved by the employees' supervisor and is considered leave without pay if approval is not given. The approval of vacation schedules shall be arranged considering both the desire of the employees and the department workload. The City shall try to accommodate employees' choices, but the City reserves the right to schedule vacation to meet operational needs. Taking leave without prior approval may result in discipline, up to and including termination.

There is no limit to the accumulation of annual leave. Upon termination of employment, employees shall be paid for not more than 240 hours of accumulated annual leave and all other unused annual leave shall be counted as creditable service for purposes of the Public Employee Retirement System (PERS).

The beneficiaries of employees who have died with unused vacation leave shall receive payment of all accumulated vacation leave, not to exceed the amount of 240 hours.

Personal leave will accrue as indicated below:

PERSONAL LEAVE (VACATION)

CONTINUOUS SERVICE	ACCURAL RATE	ACCRUAL RATE
	(Monthly)	(Annually)
1/2 month to 3 years		
8 Hour Employee	12 hours	18 days
12 Hour Employee	14 hours	21 days
24 Hour Employee	18 hours	27 days
3 years, 1 day to 8 years		
8 Hour Employee	14 hours	21 days
12 Hour Employee	17 hours	25.5 days
24 Hour Employees	21 hours	31.5 days
8 years, 1 day to 15 years		
8 Hour Employee	16 hours	24 days
12 Hour Employee	19 hours	28.5 days
24 Hour Employees	24 hours	36 days
Over 15 years		
8 Hour Employee	18 hours	27 days
12 Hour Employees	21 hours	31.5 days
24 Hour Employee	27 hours	40.5 day

Sick Leave

City employees shall earn annual sick leave benefits on a pro-rated basis and credited to the leave bank of municipal employees during the employee's respective payroll cycle and according to the length of service.

Sick Leave is leave from work to employees because of illness or injury of a member of employees' Immediate Family that requires the employees' attendance, and medical dental and optical appointments. *Immediate Family Members* include: parent, step-parent, spouse, siblings, step siblings, child, step-child, grandchild, grandparent, mother- in-law, father-in-law, sister-in-law, and brother-in-law.

If calling in sick, the employee shall call in before the start of the shift, in accordance with department policy. The first day of sick leave shall be taken as an annual leave day and following an absence of three (3) or more days, an employee shall be required to provide a doctor's excuse or other valid proof of absence. There is no limit for the accumulation of sick leave.

You may use sick leave when you are unable to work due to illness or injury. Sick leave is not to be used as extra vacation time. Any employee who abuses sick leave may be subject to disciplinary action. An employee shall be subject to disciplinary action if he/she engages in outside employment at any time which he/she has used sick leave.

Employees who are absent from work must report their absence to their immediate supervisor. Absences should be reported no later than one hour prior to the start of the work day. In extreme emergencies, notification should be given as soon as practicable.

The City reserves the right to require a satisfactory statement from a licensed physician whenever employees miss work due to illness, injury, or disability. Employees may be asked to provide a physician's statement that verifies the nature of an illness, injury or disability, its beginning and ending dates, and/or their ability to return to work without endangering their safety or the safety of others. Normally, a statement shall not be requested for absences of three (3) days or less, but the City may request such a statement in situations where it deems it is warranted. Such verifications and releases, when requested, may be a condition of receiving sick leave benefits or returning to work.

Sick leave benefits will not be earned or granted during any City authorized unpaid leave of absences from duty not authorized by the City; or after separation from the City.

If employees retire due to disability, they shall be allowed to use all accumulated sick leave and/or vacation leave before the effective date of their disability retirement.

Additional Personal Leave for Birthday Recognition

In addition, to the personal leave hours based on length of service, each employee shall be afforded an additional day of leave which corresponds with the number of hours he/she routinely works as birthday recognition which may be taken by the employee at any time.

Bereavement Leave

The City of Jackson recognizes that death may occur in the *Immediate Family* of employees which require absences from work. *Immediate Family Members* include: parent, step-parent, spouse, siblings, step siblings, child, step-child, grandchild, grandparent, mother-in-law, father-in-law, sister-in-law, and brother-in-law.

Employees will receive three (3) days of paid bereavement leave to employee's who are confronted with death in the *Immediate Family*. In addition to the three (3) days of paid bereavement leave, an employee who is confronted with death in the *Immediate Family* may also use up to two (2) days of sick leave.

Sick leave will accrue as indicated below:

SICK LEAVE

CONTINUOUS SERVICE	ACCURAL RATE	ACCRUAL RATE
	(Monthly)	(Annually)
1/2 month to 3 years		
8 Hour Employee	8 hours	12 days
12 Hour Employee	10 hours	15 days
24 Hour Employees	12 hours	18 days
3 years, 1 day to 8 years		
8 Hour Employee	8 hours	12 days
12 Hour Employees	10 hours	15 days
24 Hour Employees	12 hours	18 days
8 years, 1 day to 15 years		
8 Hour Employee	8 hours	12 days
12 Hour Employee	10 hours	15 days
24 Hour Employee	12 hours	18 days
Over 15 years		
8 Hour Employee	8 hours	12 days
12 Hour Employee	10 hours	15 days
24 Hour Employee	12 hours	18 days