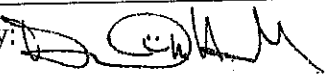
 Town of Swansboro	<b>Personnel Policy</b>		<b>Holidays and Leaves of Absence</b> <b>Sick Leave: Accrual Rate and Accumulation</b>	
			Number: Article VII; Section 13	Revisions:
	Supersedes:		Approved By: 	

## ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

### Section 13. Sick Leave: Accrual Rate and Accumulation

Sick leave shall accrue at a rate of one day per month of service or 12 days per year. Sick leave for full-time employees working other than the basic work schedule shall be pro-rated as described in this Article.

Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System.

All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the Town, except as stated for employees retiring or terminated due to reduction in force.

**Reinstatement of Leave:** Employees who resign in good standing or are dismissed from employment because of reduction in force and are reinstated shall be credited with their previously accumulated sick leave. Employees who are dismissed from employment for reasons other than reduction in force or who are not reinstated shall lose all sick leave credits.

An employee who is separated because of reduction in force may be reinstated upon recommendation of the Department Head, and upon approval of the Town Manager. An employee who is reinstated in this manner shall be re-credited with his or her previously accrued sick leave.