

Scotts Valley Fire Protection District	Policy: 1101
Subject: Sick Leave Pay Off	DATED: October 11, 2000

Policy 1101: Sick Leave Pay Off

1. Each employee who has had five (5) years full-time paid service, or as authorized in a labor agreement with the district, shall become eligible to receive payment for a portion of his/her unused sick leave beginning with accruals for the sixth (6) year. Each year, on or after the January 1st following the calendar year of accrual, each eligible employee shall be paid for 10% of his/her sick leave hours accumulated during the portion of the year he/she was eligible, subject to the following conditions:
 - The employee shall have used no more than ninety-six (96) hours of sick leave during the calendar year or a lesser amount based on pro ration of workweek based on a labor agreement.
 - The employee shall be in paid status or on leave of absence on the last day of the year.
2. The compensation rate used shall be double (two times) the employee's average hourly rate, exclusive of overtime pay, received during the year of accrual.
3. All such payments shall be made within thirty-one (31) days of the last day of each year.
4. After deductions of hours paid, the remaining sick leave balances shall be accumulated to the credit of each employee and carried forward into subsequent years. This balance shall be available for the use of employees in the event of injury/illness; however, any balances remaining at separation shall be applied to PERS Section 208628 (Unused Sick Leave Credit).