

# City of Thomaston

Office of Human Resources

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## City of Thomaston Personnel Policy Addendum IV

Effective Date: 03/20/2018

### Article VII

#### Hours Worked, Leave and Holiday's

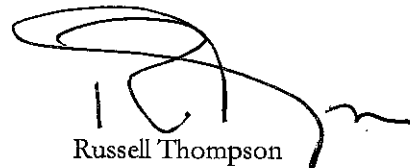
##### D. Sick Leave

##### 2) Sick Leave Accrual:

2) Sick Leave Accrual: Only Regular and shift full-time employees earn sick leave. Regular full-time employees accrue sick leave at a rate of 96 hours per calendar year, earned 1/12 per month. The cap of accumulated sick for regular 40 hour per week employees is 480 hours of sick at any time. Police shift employees (Non-shift Police employees earn at regular rate) working 43 hours per week accrue sick of 103.2 per calendar year, earned 1/12 per month and will have a cap of accumulated sick at 516 hours. Shift Fire employees (exclusive of the Fire Chief who is considered regular full-time), shall accrue sick leave at 127.2 hours per calendar year, earned 1/12 per month, with a maximum accumulation of sick of 636 hours Sick leave accrual begins at date of employment, but may not be taken for six (6) months after initial hire date. Sick leave accruals will stop if any employee is on unpaid leave of absence (Non-FMLA).



JD Stallings  
Mayor



Russell Thompson  
City Manager

Adoption Date: 03/20/2018