

RESOLUTION 2022-011

A RESOLUTION OF THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT ADOPTING REVISED DISTRICT POLICIES SECTION 302 – VACATION BENEFITS AND SECTION 305 – SICK LEAVE BENEFITS

The undersigned, being all of the Fire Commissioners of the Board of Fire Commissioners of the Immokalee Fire Control District, a governmental entity, by this instrument at a meeting of the Board of Fire Commissioners, hereby consent to the following resolutions:

WHEREAS, the Board of Fire Commissioners of the Immokalee Fire Control District desires to adopt revisions to District Policies Section 302 - Vacation Benefits and Section 305 – Sick Leave Benefits, attached hereto as Attachments 1 and 2;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF FIRE COMMISSIONERS OF THE IMMOKALEE FIRE CONTROL DISTRICT that revisions to District Policies Section 302 - Vacation Benefits and Section 305 – Sick Leave Benefits, attached hereto as Attachments 1 and 2, are hereby adopted.

This resolution shall take effect immediately upon its adoption.

The foregoing resolution was offered by Commissioner Olesky who moved for its adoption. The motion was seconded by Commissioner Halman, and the Vote was as follows:

Commissioner Patricia Anne Goodnight
Commissioner Joseph Brister
Commissioner Edward Olesky
Commissioner Bonnie Keen
Commissioner Robert Halman

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Duly passed and adopted on this 18th day of August, 2022.

Board of Commissioners of the Immokalee Fire Control District

By: Patricia Anne Goodnight
Patricia Anne Goodnight, Chair

ATTACHMENT 1

IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY

TITLE	VACATION BENEFIT
Board Adoption Date	February 17, 2022
Resolution #	2022-010
Effective Date	February 17, 2022
Revision Date	August 18, 2022

PURPOSE

302 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

Bargaining Unit employee vacation benefits are as defined in the Collective Bargaining Agreement (CBA). Bargaining Unit employee requests for approval of vacation leave are as indicated in this policy.

Non-Bargaining Unit permanent full-time employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy.

Effective August 18, 2022, Non-Bargaining Unit permanent part-time employees hire prior to February 1, 2018 are eligible to earn and use vacation time as described in this policy.

The amount of paid vacation time employees receives increases with the length of their employment as shown in the following schedules.

FULL-TIME EMPLOYEES

VACATION EARNING SCHEDULE

YEARS OF ELIGIBLE SERVICE	VACATION HOURS EACH YEAR
1-5 years	80 hours
6-10 years	120 hours
11-15 years	160 hours
16 plus years	200 hours

Paid vacation time can be used in one (1) hour increments.

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IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY

PART-TIME EMPLOYEES

VACATION EARNING SCHEDULE

Upon implementation of this policy and effective on August 18, 2022, Non-Bargaining Unit permanent part-time employees hired prior to February 1, 2018 and who have been continuously employed by the District with no break in service shall be credited with 200 hours of vacation leave. Upon implementation, Non-Bargaining Unit permanent part-time employees hired prior to February 1, 2018 and who have been continuously employed by the District with no break in service shall begin accruing vacation hours in accordance with the schedule below:

YEARS OF ELIGIBLE SERVICE	VACATION HOURS EACH YEAR
1-4 years	60 hours
5-10 years	100 hours
11-15 years	140 hours
16 plus years	180 hours

The length of eligible service is calculated on the basis of a “benefit year” (anniversary date to anniversary date). This is the 12-month period that begins when the employee starts to earn vacation time. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Unless authorized by the Fire Chief, employees in their initial probationary period are not permitted to use vacation time for the first 6 months of their probationary period. Vacation time will be accrued per pay period.

To take vacation, employees must request advance approval through the chain of command to the Fire Chief or his designee. Requests will be reviewed based on a number of factors, including Department needs and staffing requirements.

Vacation time off is paid at the employee’s base pay rate at the time of the vacation. It does not include overtime or any special forms of compensation such as incentives, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event an employee has vacation time remaining at the end of his/her benefit year, he/she can carryover that time for use in the future. At no time shall an employee be permitted to exceed 500 hours of carryover time. The employee will be given time off to

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stay within these restrictions. 24-hour shift employees have the option for the District to buy back up to 72-hours of the carryover. 40-hour or exempt employees have the option for the District to buy back up to 56-hours of the carryover unless otherwise approved by the Board. Part-time administrative employees may sell back an unlimited number of vacation hours due to their flexible schedules on or before September 30 of each year. Vacation hours for Part-time administrative employees shall be valued at the hourly rate of an equivalent full-time position. The end of a benefit year will be your anniversary date.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if The Immokalee Fire Control District, in its sole discretion, terminates employment for cause, or if insufficient notice of resignation is given, forfeiture of unused vacation time may result. In the event the employee is separated because of death, unused vacation leave benefits will be paid to the employee's beneficiary.

ATTACHMENT 2

IMMOKALEE FIRE CONTROL DISTRICT DISTRICT POLICY

TITLE	SICK LEAVE BENEFIT
Board Adoption Date	August 18, 2022
Resolution #	2022-010
Effective Date	February 17, 2022
Revision Date	August 18, 2022

PURPOSE

305 SICK LEAVE BENEFITS

The Immokalee Fire Control District provides paid sick leave to all eligible employees for periods of temporary absence due to illnesses or injuries.

Bargaining Unit, Regular Full Time Employees earn sick leave in accordance with the Collective Bargaining Agreement

Non-Bargaining Unit, Regular Employees Eligible Non-Bargaining 24-hour shift employees will accrue sick leave benefits at the rate of 144 hours per year. Eligible Non-Bargaining 40-hour and exempt employees will accrue sick leave at a rate of 96 hours per year. Effective August 18, 2022, Non-Bargaining Unit permanent part-time employees hire prior to February 1, 2018 will accrue sick leave at a rate of 48 hours per year.

Upon Implementation of this policy and effective on August 18, 2022, Non-Bargaining Unit permanent part-time employees hired prior to February 1, 2018 and who have been continuously employed by the District with no break in service shall be credited with 192 hours of sick leave.

Sick leave will be accrued per payday at a rate equal to the total number of hours accrued per year divided by the number of paydays. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period begins when the employee starts to earn sick leave benefits. The maximum accrual of sick leave for employees will be 480 hours for permanent part-time employees hired prior to February 1, 2018, 960 hours for 40 hour employees and 1200 hours for 24-hour shift employees.

Sick leave shall not be considered as a right, which an employee may use at the employee's discretion, but rather as a privilege, which shall be allowed only in case of personal sickness or disability, legal quarantine because of exposure to a

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contagious disease, or in the case of illness within the immediate family (living in the same household). No more than five working days in any calendar year may be taken as sick leave because of illness within the immediate family, except otherwise authorized by the Chief.

In order to be granted sick leave with pay, a full-time employee must meet the following conditions:

- A.** Notify the on-duty Shift Commander not later than one hour prior to the beginning of the scheduled workday with the reason for absence.

- B.** File a written request for such sick leave, upon return to duty. If the illness/injury lasts for more than 3 consecutive days (40-hour employees or 2 shifts (24-hour employees), or as requested by the Fire Chief, the employee will be required to provide a medical certification signed by a physician stating that the employee has been incapacitated for work for the period of absence, and that the employee is again physically able to perform duties.

Part-time administrative employees may sell back an unlimited number of sick time hours due to their flexible schedules on or before September 30 of each year. Sick time hours for Part-time administrative employees shall be valued at the hourly rate of an equivalent full-time position. The end of a benefit year will be your anniversary date.

Employees serving a probationary period on an original appointment shall accrue sick leave in accordance with the provisions of this section provided that no sick leave with pay shall be granted such employee until completion of two (2) months of service.