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| **Please provide the number of sick and vacation days offered to employees below: - Number of sick days offered (per month)** | **Please provide the number of sick and vacation days offered to employees below: - Number of vacation days offered (per month)** |
| SICK LEAVE It is the policy of the City of Bartlett to pay an employee's base salary when the employee is unable to work due to sickness or injury. The limits of paid sick leave are determined by the amount of sick leave credits the employee accrued. No credit toward sick leave may be earned for overtime hours or in any month where the employee does not work, or is on approved paid leave for more than 50% of the scheduled work hours. A. Eligibility When a person is employed, the employee accrues one day of sick leave per month; however, the employee may not use the sick leave until completion of three months. B. Accrual of Credits After the completion of three months, an employee will receive credit for three work days (24 hours) of sick leave, retroactive to the date of employment, and will accumulate the equivalent of one (1) day (8 hours) of additional sick leave each month thereafter. Fire Department shift employees shall earn twelve (12) hours per month sick leave. C. Sick Leave Accrual Maximum Sick leave may be accrued without regard to maximum accrual. D. Sick Leave Substitution Sick leave which extends beyond earned credits may be charged to vacation, compensatory time or to leave without pay in that order. | VACATION A. Eligibility An eligible employee earns and accumulates vacation for each calendar month of full time service provided they are at work, or on authorized paid leave, for at least 50% of the available work days or hours in the calendar month. Employees with less than five (5) months of full time service do not earn vacation. After serving five (5) months, employees shall earn vacation at the rate of one (1) day (8 hours) per month. No vacation may be taken until the employee has completed six (6) months of service. Fire Department shift employees shall earn 18 hours vacation per month after five months service. Employees with more than ten (10) years of continuous full time service but less than twenty (20) years of continuous service shall earn vacation at the rate of one and one-half (1 1/2) days (12 hours) per month. Fire Department shift employees with more than 10 years’ service shall earn 27 hours per month vacation. Employees with more than twenty (20) years of continuous service shall earn vacation at the rate of two (2) days (16 hours) per month. Fire Department shift employees with more than 20 years’ service shall earn 36 hours per month vacation. |

**Bartlett, Tennessee**

Responses to Survey Question regarding sick and annual leave for employees.