

UNIFIED FIRE AUTHORITY BOARD POLICY MANUAL	
Chapter 3 <i>UFA Personnel Policies</i>	Section 5 <i>Sick Leave</i>

Relevant Information: UFA employees are provided with compensated sick leave benefits to allow appropriate and necessary time off away from work to recover from an illness, injury, or disability of the employee or to care for an immediate family member. Employees accrue available sick leave for each month worked at a specific rate. Unused sick leave may be converted at the end of a calendar year to vacation pursuant to a specific formula. Those retiring with sick leave balances may convert those hours to an employer contribution to the employee’s post-employment health care plan (the VEBA) at a specified rate.

Policy Statement: It is the policy of the Board that employees accrue sick leave as provided for in this policy, but these rates may be changed by the Board by resolution. An appointed employees sick leave accrual, if any, will be determined by the terms of that employee’s employment agreement. All other rates of sick leave accrual and conversion are as follows:

- Eligible day shift employees, or Exempt At-Will employees, will accumulate sick leave at the rate of eight hours for each full month worked. In an effort to attract qualified day shift non-firefighter employees with specific skills, the Fire Chief may authorize up to 40 hours of sick leave to be front loaded into the employee’s leave balance or up to 80 hours for Exempt-at-will employees.
- Twenty-four-hour firefighter employees shall accumulate sick leave at the rate of twelve hours for each full month worked.
- Unused accrued sick leave may be carried forward to succeeding years up to a limit of 640 hours from one year to the succeeding year for eligible 8-hour day shift employees. And 960 hours for twenty-four-hour operations employees. Any remaining hours that an employee has accrued above the established caps of 640 or 960 hours will be “purchased” by UFA at a rate established by the Board with such amount deposited into the employee’s VEBA account.
- Employees who use little or no sick leave during the calendar year may voluntarily convert hours to vacation according to the following formulas:

Eight-hour day shift and Exempt At-Will employees:
 Accrued Credit (maximum of 96 hours) x (multiplied by) 0.3334 - (minus)
 Used Credit = Converted.

Twenty-four-hour firefighter employees:
 Accrued Credit (maximum of 144 hours) x (multiplied by) 0.3334 - (minus)
 Used Credit = Converted.

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- Merit and probationary employees who die will receive payment for sick leave hours accrued per further policy.
- Employees terminating employment for any other reason than death or retirement will not be compensated for unused sick leave accumulated prior to the termination date.
- Employee's retiring pursuant to the provisions of the Utah State Retirement System, will have accrued sick leave hours cashed out in the following manner: Hours up to the established thresholds will be cashed out at twenty-five percent (25%) of their accumulated sick leave at their current daily rate of pay. Any accumulated hours over the established thresholds will be "purchased" at the rate established by the Board and deposited into the employee's VEBA account.