

**CITY OF GREENFIELD
BENEFIT SUMMARY
EXECUTIVE AND ADMINISTRATIVE POSITIONS**

Paydays

Bi-weekly payday is every other Friday following the end of the respective pay period. When the regular payday is a holiday, the payday is the preceding business day.

Holidays

14 paid per year

- January 1st
- The third Monday in January, known as Martin Luther King Day
- The third Monday in February, known as President's Day
- The last Monday in March, known as Cesar Chavez Day
- The last Monday in May, known as Memorial Day
- July 4th
- The first Monday in September, known as Labor Day
- The second Monday in October, known as Columbus Day
- November 11th, known as Veteran's Day
- The third Thursday in November, known as Thanksgiving Day
- The day subsequent to the third Thursday in November
- December 24th, known as Christmas Eve
- December 25th, known as Christmas Day
- A personal holiday approved by the employee's supervisor

If any holiday falls on a Saturday, the preceding Friday shall be observed as the holiday; if it falls on a Sunday, the following Monday shall be observed as the holiday.

Paid Leave

Type of Paid Leave: Vacation

Accrual Rate

Less Than Five (5) Years – 10 days per year

Five (5) or More Years – 15 days per year

Fifteen (15) or More Years – 21 days per year

Maximum accrual up to three (3) years (the annual accrual times three)

Compensation in Lieu of Time Off-Each year employee may request that the City purchase any accrued vacation over 80 hours. Any purchase in excess of 40 hours shall be approved by the City Manager.

Type of Paid Leave: Sick

Accrual Rate

10 hours per month of employment. Unlimited accrual. Eligible to use after completion of probationary period or six (6) months unless authorized by the Personnel Officer.

Family Illness Use (Kin Care): May use up to one half of annual sick leave accrual (60 hours).

Bereavement Leave: May use up to 5 days of sick leave in the case of death of a relative of the first degree by blood or marriage. (Spouse, parent, child, brother, sister or a close relative residing in the household of the employee.)

Payment for Unused Sick Leave: Payment for employee who retires and/or resigns in good standing.

- After 5 years continuous service – 10% of accumulated sick leave
- After 10 years continuous service – 20% accumulated sick leave
- After 15 years continuous service – 30% accumulated sick leave
- After 20 years continuous service – 40% accumulated sick leave

Type of Paid Leave: Management

- Executive Positions – 80 hours per fiscal year
- Administrative Positions – 40 hours per fiscal year

