

Allen County Water District

Personnel Policies

and

Procedures Manual

**Adopted by Board of Commissioners
on December 13, 2022
and as modified on November 12, 2024**

Emergency Response:

All employees called out to work after normal working hours, or on weekends or holidays will be paid from the time, they leave their home until they are returning home from the call.

Emergency Response Program:

ACWD has in effect an Emergency Response Program that all employees are aware of, along with local Police Departments and the local D.E.S.

Vacation – rate of pay and scheduling:

Vacation pay will be given at the rate of the average number of hours worked per week, during prior year, with a maximum of 40 hours pay paid at employee's regular hourly rate of pay.

All vacation time must be scheduled with the General Manager. Each employee will be required to give the General Manager, two (2) weeks notice before taking vacation time. Approval of vacation time requests will be based on work schedule, workload, on a first come, first serve basis and one (1) person at a time basis and only 1 week at a time. If a full-time employee has earned two (2) weeks of vacation, their first week must be taken in its entirety, whereas the second week can be taken a day at a time.

Vacation Time – Full Time Employee:

All full-time employees are to be given vacation time and pay as follows:

After being employed one (1) year, an employee receives one week of paid vacation.

After being employed two (2) years, an employee receives two weeks of paid vacation each calendar year.

After being employed ten (10) years, an employee receives three weeks of paid vacation each calendar year.

Each full-time employee will have until the end of the each calendar year to use all vacation days earned that year. There is NO year-end carryover of vacation days not used during the previous calendar year.

Vacation Time – Part Time Employee:

All part time employees are to be given one (1) week vacation time and pay as follows:

After being employed one (1) year, an employee receives one week of paid vacation each calendar year.

***Employees will not be allowed to take time off during meter reading days.**

Vacation time may have to be rescheduled due to workload or schedule

Holidays:

Holiday pay will start from hire date.

Part-time and full-time employees will be given nine (9) holidays a year with pay as follows:

New Year's Day

Good Friday

Memorial Day

July 4th

Labor Day

Thanksgiving

The Day after Thanksgiving

Christmas Eve

Christmas Day

Pay will be at regular rate of pay, paid on the following pay day.

Employees **MUST** work the day before and the day after the holiday to receive pay for the holiday.

Bereavement Leave:

Each employee will be given three (3) days off with pay in the event of the death of a spouse, child, mother, father, brother, sister, grandparent or grandchild.

Sick Leave Policy: After being employed for one year, an employee will receive five (5) sick days each calendar year. Sick days may be rolled over each year, not to accumulate more than ten (10) days. Sick days can be used in two (2) hour increments, as well as eight (8) hour increments. No doctor's statement will be required. At the end of employment, if all or part of the sick days have not been used, there will be no pay for them. The Employee forfeits the sick pay. Employees absent from work due to pregnancy/childbirth may utilize annual vacation/leave after all sick leave (sick days accrued), has been utilized. Leave beyond the employee's accrued days shall be leave without pay. During unpaid leave due to pregnancy/childbirth, vacation leave shall continue to accrue and shall be credited if the employee returns to work. Insurance benefits will continue to be paid for full-time employees.

To the extent possible, an employee shall submit her written request for such leave in advance, indicating the approximate dates of absence from work, and her anticipated return to work. Employees not planning to return to work following childbirth are requested to submit a timely resignation to allow the ACWD staffing needs to be met.

All foreseeable sick leave shall require specific prior approval by the General Manager respectfully. If sick leave is taken by an employee for two or more consecutive days, the