

ASSOCIATED PUBLIC-SAFETY COMMUNICATIONS OFFICERS, INC. (APCO)

Leave Policy For Full Time APCO Employees

APCO full time employees will accumulate annual leave at the rate of one day (8 hours) per month of employment. One half day (4 hours) sick leave will be accumulated per month of employment.

Annual leave time may accumulate up to a maximum of 36 working days. Sick leave time may accumulate up to a maximum of 18 working days. No leave time will accumulate in excess of these amounts.

Annual leave time periods in excess of 10 consecutive working days will not normally be permitted. Annual leave time will be granted at the convenience of APCO. In the event of protracted illness, annual leave time may be combined with sick leave time upon consent of the Executive Secretary. In the event of unexpected sickness, the employee is required to have the APCO office notified as soon as possible.

In the event of voluntary separation of services, APCO employees will be compensated for unused accumulated annual leave time at their current hourly salary rates.

Upon involuntary separation of services, employees will be granted an amount based on ten working days of their services. If such an employee has accumulated annual leave time in excess of ten working days an amount based on such excess accumulated time will also be granted at the time of such separation.

There will be no compensation made for accumulated sick leave time at the time of separation of services.

Records of leave accumulated and taken will be maintained by the Administrative Office. Requests for annual leave and affirmations of sick leave are required to be made by written means to that office.

This policy will prevail in the event of conflict with previous or implied policies and is retroactive to the employment dates of those persons currently employed.

Approved by the Board of Officers of the Associated Public-Safety Communications Officers, Inc., on October 7, 1975.

Approved: \_\_\_\_\_

Frank J. Devine, President

# Associated Public-Safety Communications Officers, Inc.

*It's a privilege to belong to APCO*



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October 8, 1975

TO: Dunn-Rankin and Company  
FROM: J. Rhett McMillian, Executive Secretary, APCO  
SUBJECT: Employee Benefit Program

The APCO Employee Benefit Program includes the following employment related items of costs:

- 1) Social Security Taxes
- 2) Unemployment Compensation Premium
- 3) Workman's Compensation Insurance Premium
- 4) Employee Health and Accident Insurance Premiums
- 5) Pension Fund Contributions (by APCO)
- 6) Bonus payments to employees
- 7) Accumulated annual and sick leave payments

A copy of the APCO leave policy is attached. Any unused portion of leave will be payable to employees upon their separation.

The expenses incurred under items (1) through (6) and the liability accrued under item (7) will be used as the basis for calculating the employee benefit ratio, as applied to wages.

The sum of the employee benefit payments plus the other liabilities plus direct labor salaries will be used to calculate the overhead percentage.

It is requested that these calculations be made and employed at the time of each quarterly report.