

Memorial Day
 Independence Day
 Labor Day
 Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas Day

F) PERSONAL DAYS: (32 hours) Employee's choice.

G) VACATION SCHEDULE - NON-UNION EMPLOYEES: (2014)

0-2 Years	6 Days Per Year
3-10 Years	11 Days Per Year
11-20 Years	17 Days Per Year
21-24 Years	22 Days Per Year
25 Years	25 Days Per Year
26 Years	26 Days Per Year
27 Years	27 Days Per Year
28 Years	28 Days Per Year
29 Years	29 Days Per Year
30 Years	30 Days Per Year
Over 30 Years	31 Days Per Year
Over 35 Years	32 Days Per Year

For partial years, vacation is accrued on a monthly basis (Each month worked entitles employee to 1/12 of the annual entitlement). Up to five days' vacation can be carried over from the previous year each year.

H) BEREAVEMENT LEAVE:

<u>Relationship</u>	<u>Days</u>
Spouse, Children, Step-Child, Parent or Step-Parent	5
Sisters, Brothers, Step Brothers/Sisters, Grandchild, Step-Grandchild, Father or Mother-In-Law, Son or Daughter-In-Law, Brother or Sister-In-Law, Grandparents, Grandparents-In-Law, Step-Grandparents or any relative residing in the employees' household	3
<u>Relationship</u>	<u>Days</u>
Great-Grandparents, Aunt or Uncle	1

I) MILEAGE: (CURRENT IRS RATE).

J) CREDIT UNION: City participates in Pennsylvania State Employees Credit Union (PSECU) and provides for payroll deductions as requested by the Employee. Direct deposit available.

K) PROBATION PERIOD: New employees and promoted employees, will serve a ninety (90) day probationary period. Sick leave and vacation are earned from date of hire but may not be taken during probation period.

- L) RETIREMENT BENEFITS: Mandatory participation in City Employees Retirement Fund (C.E.R.F.) (Full Time employees only).

Employee contribution - 6% of earnings per pay period.

Employee is vested after 10 years' service.

Benefit calculation at retirement - 1.8% of average gross monthly earnings for best five (5) consecutive years of the last ten (10) years immediately prior to retirement multiplied by Participants' years of service.

NOTE: This document is a summary only. Refer to Chapter 105 of the City Code for more details