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**ORDINANCE 2025 – 35 (As Amended)**

**AN ORDINANCE AMENDING ORDINANCE 2013-44 (As Amended), OF THE COMMON COUNCIL OF THE CITY OF HOBART, LAKE COUNTY, INDIANA, TO AMEND CERTAIN SECTIONS OF THE EMPLOYEE HANDBOOK SPECIFICALLY REGARDING THE BENEFITS OF VACATIONS, PERSONAL LEAVE AND SICK LEAVE FOR FULL-TIME EMPLOYEES.**

WHEREAS, the Common Council of the City of Hobart, Lake County, Indiana adopted Ordinance 2013-44, the City of Hobart Employee Handbook and has amended it from time to time with Ordinances: 2015-06, 2015-21, 2017-26, 2017-33, 2019-32, 2020-38, 2020-39, 2021-31, 2022-39, 2022-47, 2023-20, 2024-04 and 2024-36; establishing the working conditions and policies for City of Hobart employees; and

WHEREAS, the Working Conditions subcommittee of the Council has met with staff and considered various amendments and now recommends to the Council that the benefits of Vacations, Personal Leave and Sick Leave be described in hours rather than days or weeks to facilitate clarity in benefits; and

WHEREAS, the Working Conditions subcommittee of the Council, along with the Mayor recommends that the pay-out policy at the time of separation of employment of an employee be established and/or amended and clarified;

**NOW THEREFORE, BE IT ORDAINED** by the Common Council of the City of Hobart, Lake County, Indiana as follows:

SECTION ONE: That Ordinance 2013-44 (as Amended) be further amended in Section 3: Benefits, Vacations to convert all vacation time to hours (rather than days/weeks); to establish the pay-out policy at the time of separation of employment of an employee and to now read in its entirety as follows:

**Section 3: Benefits**

**Vacations**

Full-time employees are granted non-cumulative vacations each calendar year, without reduction in compensation, based on continuous years of service. Definition and interpretation of a vacation week shall be an administrative decision and may vary at times depending on the department and the scheduling of employees.

Vacation benefits are based on the number of years an employee has completed with the City. All new employees hired after the 1<sup>st</sup> of the year are subject to pro-rated vacation time and personal leave.

Scheduling And Notice- The use of vacation, compensatory time off, overtime and personal leave shall be subject to approval by one’s department head. Sick leave and funeral leave may not require such approval, but the employee to give notice as far in advance of taking leave as may be reasonably possible. Leave taken for sick or funeral may require additional proof either before or after the leave (see sections re: sick time and funeral leave). In accordance with federal law, an employee does not have to divulge a specific medical condition or illness to his/her department head. Vacations will be scheduled subject to each department’s scheduling guidelines.

52 Positions listed under the section “Salaried Positions” are accountable to the Mayor and  
 53 should schedule vacation with his/her approval and coordination.  
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**Vacation time in hours:**

<b>Vacation benefits based on years of service:</b>	<b>Civilian</b>	<b>Sworn Police</b>	<b>Sworn Fire</b>
<b>0-4 years</b>	<b>80 hours</b>	<b>96 hours</b>	<b>144 hours</b>
<b>5-9 years</b>	<b>120 hours</b>	<b>144 hours</b>	<b>216 hours</b>
<b>10-14 years</b>	<b>160 hours</b>	<b>192 hours</b>	<b>288 hours</b>
<b>15+ years</b>	<b>200 hours</b>	<b>240 hours</b>	<b>360 hours</b>

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 57 **Civilians: eight (8) hour shifts, five (5) working days equal one (1) week.**  
 58 **Sworn Police: twelve (12) hour shifts, four (4) working days equal one (1) week.**  
 59 **Sworn Fire: twenty-four (24) hour shifts, three (3) working days equal one (1) week.**  
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61 Upon retirement, resignation, or termination of employment (separation of  
 62 employment), vacation time will be paid out based on length of service. Employees  
 63 with 15 or more years of service will receive the full amount of any remaining  
 64 vacation time at separation; pro-ration does not apply to them. Employees with  
 65 between 5 and 14 years of service will receive a prorated payout of earned vacation  
 66 time, calculated as 1/12 of the annual benefit per month of service during the year,  
 67 minus any vacation time already used. Employees with less than 5 years of service  
 68 at the time of separation are not eligible for a payout of personal leave, vacation, or  
 69 sick leave. For these employees with less than 5 years, only accrued compensatory  
 70 (comp) and catastrophic (banked sick) time will be paid out upon termination.  
 71

72 **Pro-rated Vacation Benefit Payout upon Separation of Employment (5 to 14 years of**  
 73 **service); Based on zero (0) hours used at time of separation**  
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**Civilian**

<b>Last day of work (physically at work) is in the month of:</b>	<b>Vacation: 120 hours 5 to 9 years</b>	<b>Vacation: 160 hours 10 to 14 years</b>
<b>January</b>	<b>10.00 hours</b>	<b>13.00 hours</b>
<b>February</b>	<b>20.00 hours</b>	<b>26.50 hours</b>
<b>March</b>	<b>30.00 hours</b>	<b>40.00 hours</b>
<b>April</b>	<b>40.00 hours</b>	<b>53.00 hours</b>
<b>May</b>	<b>50.00 hours</b>	<b>66.50 hours</b>
<b>June</b>	<b>60.00 hours</b>	<b>80.00 hours</b>
<b>July</b>	<b>70.00 hours</b>	<b>93.00 hours</b>
<b>August</b>	<b>80.00 hours</b>	<b>106.50 hours</b>
<b>September</b>	<b>90.00 hours</b>	<b>120.00 hours</b>
<b>October</b>	<b>100.00 hours</b>	<b>133.00 hours</b>
<b>November</b>	<b>110.00 hours</b>	<b>146.50 hours</b>
<b>December</b>	<b>120.00 hours</b>	<b>160.00 hours</b>

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 77 **Sworn Police**

<b>Last day of work (physically at work) is in the month of:</b>	<b>Vacation: 144 hours 5 to 9 years</b>	<b>Vacation: 192 hours 10 to 14 years</b>
<b>January</b>	<b>12.00 hours</b>	<b>16.00 hours</b>
<b>February</b>	<b>24.00 hours</b>	<b>32.00 hours</b>
<b>March</b>	<b>36.00 hours</b>	<b>48.00 hours</b>
<b>April</b>	<b>48.00 hours</b>	<b>64.00 hours</b>

May	60.00 hours	80.00 hours
June	72.00 hours	96.00 hours
July	84.00 hours	112.00 hours
August	96.00 hours	128.00 hours
September	108.00 hours	144.00 hours
October	120.00 hours	160.00 hours
November	132.00 hours	176.00 hours
December	144.00 hours	192.00 hours

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**Sworn Fire**

Last day of work (physically at work) is in the month of:	Vacation: 216 hours 5 to 9 years	Vacation: 288 hours 10 to 14 years
January	18.00 hours	24.00 hours
February	36.00 hours	48.00 hours
March	54.00 hours	72.00 hours
April	72.00 hours	96.00 hours
May	90.00 hours	120.00 hours
June	108.00 hours	144.00 hours
July	126.00 hours	168.00 hours
August	144.00 hours	192.00 hours
September	162.00 hours	216.00 hours
October	180.00 hours	240.00 hours
November	198.00 hours	264.00 hours
December	216.00 hours	288.00 hours

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Example: Civilian employee has 10 years and gets 160 hours of vacation per year. He resigns effective 6/15 (last day worked) and has taken 40 hours of his vacation prior to that date. He has 120 hours left of vacation time so he would be paid out for 60 hours. If he hadn't taken any vacation time, he would be paid out for 80 hours.

SECTION TWO: That Ordinance 2013-44 (as Amended) be further amended in Section 3: Benefits, Personal Leave to convert all personal leave time to hours (rather than days); to establish the pay-out policy at the time of separation of employment of an employee and to now read in its entirety as follows:

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**Section 3: Benefits**

**Personal Leave**

Members of the Police Department are granted a maximum of nine (9) days of personal leave per calendar year, members of the Fire Department are granted a maximum of seven (7) 24-hour shifts per calendar year, and all other full-time employees are granted nine (9) days per calendar year, non-cumulative personal leave without reduction in compensation. For employees hired during the calendar year, six (6) days will be granted if hired before April 1<sup>st</sup>, four (4) days if hired before July 1<sup>st</sup>, and two (2) days if hired before October 1<sup>st</sup>. The use of personal leave shall be subject to approval of the department head. (As Amended by Ord. 2022-39, Adopted December 7, 2022)

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**Personal Leave Per Calendar Year (applies to employees employed the first of the year):**

- Civilian: 72 hours (9 days)**
- Sworn Police: 108 hours (9 days)**
- Sworn Fire: 168 hours (7 days)**

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109 **Employees hired during the calendar year (anything after the first of the year) will**  
 110 **receive PL hours pro-rated as follows:**

Hire Date	Civilian	Sworn Police	Sworn Fire
Before April 1	48 hours	72 hours	120 hours
Before July 1	32 hours	48 hours	72 hours
Before October 1	16 hours	24 hours	24 hours

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 113 **Upon retirement, resignation, or termination of employment (*separation of***  
 114 ***employment*) any balance of earned personal leave time for the calendar year shall**  
 115 **be paid out according to the following pro-rated schedule:**

Last day of work (physically at work)	Civilian	Sworn Police	Sworn Fire
January – March	16 hours	24 hours	24 hours
April – June	32 hours	48 hours	72 hours
July - September	48 hours	72 hours	120 hours
October - December	72 hours	108 hours	168 hours

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 117 **Employees with 15 or more years of service will receive the full amount of any**  
 118 **remaining personal leave at separation; pro-ration does not apply to them.**  
 119 **Employees with between 5 and 14 years of service will receive a pro-rated payout of**  
 120 **earned personal leave, calculated by quarter, minus any personal leave already**  
 121 **used. Employees with less than 5 years of service at the time of separation are not**  
 122 **eligible for a payout of personal leave, vacation, or sick leave. For these employees**  
 123 **with less than 5 years, only accrued compensatory (comp) and catastrophic (banked**  
 124 **sick) time will be paid out upon termination.**

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 126 **Example: If a civilian employee resigns on 6/15 (last day worked) and he had taken 3 days of**  
 127 **PL (24 hours) prior to his last day worked, he would be entitled to the balance of 8 hours in**  
 128 **PL payout. {32 hours – 24 hours taken = 8 hours}**  
 129 **If he had taken 5 days of PL prior to this date (40 hours), he would not be entitled to any**  
 130 **remaining PL time as he has exceeded the pro-rated amount.**  
 131 **If employee had taken all or some of his PL more than this schedule, there is no attempt to**  
 132 **recoup the difference.**

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 135 **SECTION THREE: That Ordinance 2013-44 (as Amended) be further amended in Section 3: Benefits,**  
 136 **Sick and Disability Leave for Full-Time Employees to convert all sick time to hours (rather than days); to**  
 137 **establish the pay-out policy at the time of separation of employment of an employee and to now read in its**  
 138 **entirety as follows:**

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 140 **Section 3: Benefits**  
 141 **Sick and Disability Leave for Full-Time Employees**  
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143 **Civilians with one (1) continuous year of service are provided up to ~~five (5) days~~ **forty (40)****  
 144 **hours of paid sick leave. Call-offs should be as soon as you know you will not be in**  
 145 **attendance and must be no later than at least one (1) hour before your scheduled shift.**  
 146 **Absences of five (5) consecutive days must be verified in writing by a qualified Doctor or**  
 147 **Health Professional and reviewed by the employee’s supervisor. Unused sick days may**  
 148 **be “banked” up to a maximum of ~~forty-five (45) days~~ **three hundred and sixty (360) hours****  
 149 **to cover additional days for catastrophic illness or disabilities. Civilian employees who**  
 150 **have a total of twenty (20) years of consecutive service to the City or seventy-five (75)**

151 points (comprised of years of consecutive service plus age in years of the employee) may  
 152 "bank" unused sick days up to a limit of ~~fifty (50) days~~ **four hundred (400) hours** for  
 153 catastrophic illness or disabilities. Upon retirement prior to January 1, 2024, any remaining  
 154 banked days may be used to extend employment at retirement. Employees terminated or  
 155 retiring on or after January 1, 2024, will be compensated for any remaining banked  
 156 catastrophic/disability days upon such termination or retirement and will not be used to  
 157 extend employment. After all paid time is used and if the employee chooses, the employee  
 158 may speak with his/her Department Head to begin the process of requesting extended paid  
 159 leave. The Mayor has the ability at his or her discretion to grant paid or unpaid additional  
 160 days subject to this handbook and the Family and Medical Leave Act (FMLA).  
 161 *(As Amended by Ord. 2023-20, Adopted August 16, 2023)*

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 163 ~~Police Officers with one continuous year of service, and a sickness or disability, are eligible  
 164 for a leave of absence without reduction in compensation up to a maximum of forty-five  
 165 (45) days. Absences of three (3) consecutive days must be verified in writing by a qualified  
 166 Doctor or Health Professional and reviewed by the employee's supervisor for return to  
 167 work. If a Police Officer uses zero (0) hours he/she may "bank" five (5) days for the year  
 168 up to a maximum of forty-five (45) days for catastrophic illness or disabilities. Police  
 169 Officers who have a total of twenty (20) years of consecutive service to the City or seventy-  
 170 five (75) points (comprised of years of consecutive service plus age in years of the  
 171 employee) may "bank" unused sick days up to a maximum of fifty (50) days for catastrophic  
 172 illness or disabilities. If a Police Officer uses one or more hours he/she may bank zero (0)  
 173 days. Upon retirement prior to January 1, 2024 any remaining banked days may be used  
 174 to extend employment at retirement. Police Officers terminated or retiring on or after  
 175 January 1, 2024, will be compensated for any remaining banked catastrophic/disability  
 176 days upon such termination or retirement and will not be used to extend employment. After  
 177 all paid time is used and if the Police Officer chooses, the Police Officer may speak with  
 178 his/her Department Head to begin the process of requesting extended paid leave. The  
 179 Mayor has the ability at his or her discretion to grant paid or unpaid additional days subject  
 180 to this handbook and the Family and Medical Leave Act (FMLA).~~

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 182 *NOTE: Beginning January 1, 2024:* Police Officers working 8-hour shifts with one  
 183 continuous year of service, and a sickness or disability, are eligible for a leave of absence  
 184 without reduction in compensation up to a maximum of ~~forty-five (45) days~~ **three hundred  
 185 and sixty (360) hours**. Police Officers working 12-hour shifts with one continuous year of  
 186 service, and a sickness or disability, are eligible for a leave of absence without reduction  
 187 in compensation up to a maximum of ~~Thirty (30) days~~ **three hundred and sixty (360)  
 188 hours**. Absences of three (3) consecutive days must be verified in writing by a qualified  
 189 Doctor or Health Professional and reviewed by the employee's supervisor for return to  
 190 work. If a Police Officer uses zero (0) hours he/she may "bank" forty (40) hours for the  
 191 year up to a maximum of Three Hundred Sixty (360) hours for catastrophic illness or  
 192 disabilities. Police Officers who have a total of twenty (20) years of consecutive service to  
 193 the City or seventy-five (75) points (comprised of years of consecutive service plus age in  
 194 years of the employee) may "bank" unused sick days up to a maximum of Four Hundred  
 195 (400) hours for catastrophic illness or disabilities. If a Police Officer uses one or more  
 196 hours he/she may bank zero (0) hours **for that calendar year**. Upon retirement prior to  
 197 January 1, 2024 any remaining banked days may be used to extend employment at  
 198 retirement. Police Officers terminated or retiring on or after January 1, 2024, will be  
 199 compensated for any remaining banked catastrophic/disability days upon such termination  
 200 or retirement and will not be used to extend employment. After all paid time is used and if  
 201 the Police Officer chooses, the Police Officer may speak with his/her Department Head to  
 202 begin the process of requesting extended paid leave. The Mayor has the ability at his or  
 203 her discretion to grant paid or unpaid additional days subject to this handbook and the  
 204 Family and Medical Leave Act (FMLA). *(As Amended by Ordinance 2023-20, Adopted August  
 205 16, 2023)*

207 Firefighters with one continuous year of service, and a sickness or disability, are eligible  
208 for a leave of absence without reduction in compensation up to a maximum of three  
209 hundred sixty (360) hours, with a minimum of 12 hours use per call off. Absences of two  
210 (2) consecutive shifts must be verified in writing by a qualified Doctor or Health Professional  
211 and reviewed by the employee's supervisor for return to work. If a Firefighter uses zero  
212 (0) of these hours during the year, he/she may bank one hundred twenty (120) hours for  
213 the year up to a maximum of three hundred sixty (360) hours. Firefighters who have a total  
214 of twenty (20) years of consecutive service to the City or seventy-five (75) points  
215 (comprised of years of consecutive service plus age in years of the employee) may "bank  
216 unused sick time up to a maximum of four hundred eight (408) hours for catastrophic illness  
217 or disabilities. If a Firefighter uses one or more hours he/she may bank zero (0) hours.  
218 Firefighters terminated or retiring on or after January 1, 2024, will be compensated for any  
219 remaining banked catastrophic/disability days upon such termination or retirement and will  
220 not be used to extend employment. After all paid time is used and if the Firefighter  
221 chooses, the Firefighter may speak with his/her Department Head to begin the process of  
222 requesting extended paid leave. The Mayor has the ability at his or her discretion to grant  
223 paid or unpaid additional days subject to this handbook and the Family and Medical Leave  
224 Act (FMLA).

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226 **Upon retirement, resignation, or termination of employment (*separation of***  
227 ***employment*) remaining sick leave granted within the calendar year of the separation**  
228 **of employment shall be lost and will not be compensated.**

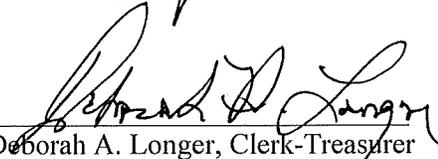
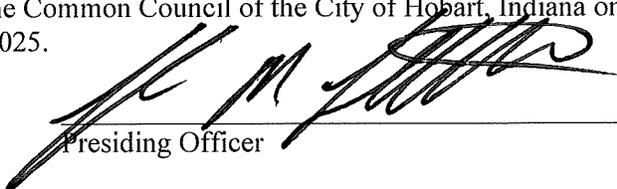
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230 **Civilians, Police Officers and Firefighters terminated or retiring that were hired**  
231 **before January 1, 2026 will be compensated for any remaining banked**  
232 **catastrophic/disability days upon such termination or retirement in accordance with**  
233 **the above provisions.**

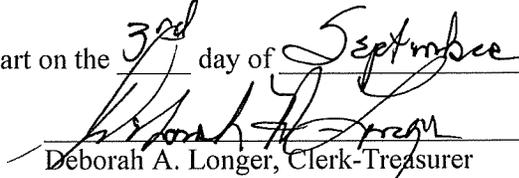
234  
235 **Civilians, Police Officers, and Firefighters hired on or after January 1, 2026 will not**  
236 **be compensated for any remaining banked catastrophic/disability days upon**  
237 **termination or retirement.**

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239 SECTION FOUR: The provisions of this Ordinance shall take effect **December 31, 2025.**

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241 SECTION FIVE: All other provisions of Ordinance 2013-44 (as amended by Ordinances 2015-06, 2015-  
242 21, 2017-26, 2017-33, 2019-32, 2020-38, 2020-39, 2021-31, 2022-39, 2022-47, 2023-20, 2024-04 and  
243 2024-36) shall remain in full force and effect.

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245 ALL OF WHICH is PASSED and ADOPTED by the Common Council of the City of Hobart, Indiana on  
246 this 3rd day of September, 2025.

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250 ATTEST:    
251 Deborah A. Longer, Clerk-Treasurer Presiding Officer

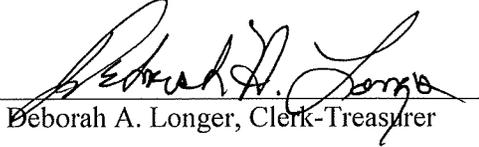
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254 PRESENTED by me to the Mayor of the City of Hobart on the 3rd day of September,  
255 2025 at the hour of \_\_\_\_\_.  
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258 Deborah A. Longer, Clerk-Treasurer

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APPROVED, EXECUTED and RETURNED by me to the Common Council of the City of Hobart on this  
3<sup>rd</sup> day of September, 2025.

  
Joshua Huddleston, Mayor

ATTEST:   
Deborah A. Longer, Clerk-Treasurer