

- iii) Five days in advance if leave is more than ten days.

Furthermore, the employee shall provide documentation from health care provider of employee's ability to perform the essential functions of the job.

G. Moonlighting. Any employee who works additional hours at another employment must submit such work for approval to the Director of Personnel, the Director of Administration, or to the Mayor. No civil service employee shall work any duty in a location where alcohol beverages are the primary sales.

Rule V-12 Group Insurance

- A. During orientation the Personnel Department shall advise every new employee of the various coverages available. Upon termination of employment with the City or loss of eligibility to remain covered under the various coverages provided, the Personnel Department shall advise the employee that the employee and any eligible dependents may have the right to continued coverage under COBRA regulations for a limited period of time at the employee's expense. Any rights under COBRA do not affect the conversion privilege as stated in the insurance policy.
- B. Life Insurance Beneficiary Designation. Regular full-time employees of the City may be offered coverage under the City's Group Life Insurance policy. The employee shall be responsible for designating the beneficiary by submitting the appropriate documents to the Personnel Department.
- C. Termination Of Insurance. The City reserves the right to limit or terminate any insurance coverage at any time.

Rule V-13 Holidays

Except as modified by civil service law and local civil service rules, the following governs holidays for city employees:

- A. All national holidays are scheduled to be observed on the day designated by common business practice. All regular full-time employees are entitled to receive eight (8) hours of holiday leave or compensatory time-off for holidays which occur during the work week. The Mayor may declare other special paid holidays by resolution as he/she deems necessary.
- B. When a single-day holiday falls on an employee's regularly scheduled day off, such employee shall receive eight (8) hours of paid holiday time. If he/she is absent from work the day before or the day after the holiday without pre-approved leave, the employee shall not receive the benefit of the holiday.
- C. If a special holiday is declared by the Mayor while an employee is on scheduled paid vacation, sick leave and/or paid Family and Medical Leave, the employee shall receive eight (8) hours of compensatory time-off with pay.