

An employee may be permanently separated from the classified service through resignation or removal and may be temporarily separated through lay-off, suspension, or leave of absence. The [said] commission shall, by rule, prescribe what shall constitute resignation, which rule shall be subject to the approval of the state commissioner of personnel. No employee may be permanently removed except for cause and after an opportunity to be heard in his own defense. Should the discharged employee desire, he may appeal his own case to the state commissioner of personnel, whose decision shall be final. No employee shall be removed from the classified service because of religious or political opinions or affiliations.

11-10. Same -- Lay-offs and suspensions.

An employee in a position to be abolished, discontinued, or vacated, because of change in departmental organization, or through stoppage or lack of work, shall be laid off and his name placed on the eligible list for the class of position from which he is laid off and he shall be re-employed in preference to any eligible person not an employee of the commission on or after June 1, 1947, should a vacancy occur in his classified position. The [said] commission may for disciplinary purposes suspend an employee for not over thirty days. Each suspension shall be without pay; provided, however, that no employee shall be suspended for such disciplinary purposes over thirty days in any calendar year.

11-11. Vacation and sick leave.

Every classified employee shall receive as vacation a leave of absence with pay of such number of days as the commission may specify by regulation, and the regulation may be amended or revised by the commission from time to time. Any regulation adopted hereunder shall provide for not less than ten days nor more than thirty days in any year, and the number of days specified shall be generally consistent with the vacation leave schedules obtaining in other governmental agencies in the area of the Washington Suburban Sanitary District. In addition to such annual leave any employee shall be entitled to sick leave with pay for not in excess of fifteen working days in any calendar year; provided, however, that if any employee in any calendar year uses less than the full amount of sick leave allowable, such unused leave shall be accumulative up to sixty working days or more as the commission may prescribe by rule and shall be available to such employee for sick leave at any time. Any employee using three or more consecutive days' sick leave shall present a certificate from a duly licensed physician before receiving any pay for the period of such absence. The [said] commission may, by rule, provide for granting leaves of absence for longer periods with pay or with part pay to employees who may be disabled either through injury or illness as a result of or arising from their respective employment, and shall make such rules as may be necessary to