Personnel Policies and Procedures

SECTION 300 LEAVE

301. Leave Policy

.1 By definition, leave is absence from work during regularly scheduled work hours that has been authorized by proper authority. Leave may be authorized with or without pay as allowed by policy. Absence without permission is considered unauthorized absence. Information regarding pay for leave can be found in Section 200.

.2 Each employee is responsible for the accurate completion and submission of his or her own leave requests. Expenditures of leave for each employee must be reported to and approved by the employee’s supervisor.

.3 It is an employee’s responsibility to monitor and manage all leave accruals. Any leave lost due to inaction by an employee will not be reinstated.

.4 Departments must report unpaid leave in excess of forty (40) consecutive hours to the Human Resources Department for any employee serving their initial probationary period.

.5 During any leave that may be in excess of one hundred sixty (160) consecutive working hours, the following applies:

.5.1 During any leave which may be in excess of one-hundred sixty (160) hours, including extended leave periods with breaks of twenty (20) hours or less of actual work, whether it is paid or unpaid, no vacation or sick leave will be accrued during the entire period of the leave.

.1 Payroll must stop accruals once aware that an employee may be off work in excess of one-hundred sixty (160) hours.

.2 Any potential leave corrections will be reviewed once the employee returns to work as outlined in PPPM Section 301.52

.5.2 Prorated accruals will be based on the percentage of hours worked during the month(s) of extended absence.

.1 Full-time employees must complete in excess of twenty (20) hours of actual work within a week to be eligible for accruals to recommence after an extended absence.

.2 It is not the intention of the City to allow the accrual of paid leave benefits to be reinstated for employees who are not expected to remain at work consistently.

.6 Further, such absence (except as provided within PPPM 309 Military Leave) shall not be used in computing time for completion of a probationary period. Whether such leave is paid or unpaid, no Vacation or Sick Leave will accrue during the entire period of the leave.

.5.1. Upon return, full-time employees must complete in excess of twenty (20) hours of actual work within a workweek to be eligible for accruals to recommence after an extended absence.
The employee’s department must initiate the appropriate leave correction to adjust the leave accrual. The adjustment should be prorated to the nearest week.

Such leave will not be used in computing time in grade for Step Pay Increases or for completion of probationary period.

The employee will be placed in an Inactive Status in the payroll system (Section 309 will apply to employees on Military Leave). Inactive Status under this policy refers to an administrative process whereby current employees are placed into an unpaid category in the payroll system. The employee’s supervisor will be responsible for ensuring that the Inactive Status is initiated and that such status is reported to the Human Resources Department.