



Personnel Policies and Procedures

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SECTION 300

303. Vacation Leave

- .1 All regular and part-time employees are encouraged to take Vacation Leave of two (2) consecutive weeks each year. Department heads will grant leave in accordance with this Section ~~on the basis of~~based on the work requirements of the department and, whenever possible, considering the personal wishes of the employees.
- .2 Expenditure of Vacation Leave will be granted to regular and part-time employees in accordance with the following provisions. Employees covered under the terms of a collective bargaining agreement will be governed by the vacation provision of the agreement:
 - .21 An employee must have completed three (3) months of employment before being eligible to expend Vacation Leave.
 - .211 If an employee becomes ill while on vacation, Sick Leave should be used and should be verified by a doctor's statement. The doctor's statement must include length of the illness.
 - .22 It is the department head or designee's responsibility to schedule vacations accordingly to ensure the efficient operation of the department and to provide annual Vacation Leave for employees.
 - .23 Vacation Leave will not be used during a period of suspension unless it is used as part of a vacation in lieu of suspension agreement reached in a

disciplinary hearing and approved by Human Resources and the employee's department head or designee.

- .24 The amount of vacation expended should not exceed the exact number of hours an employee is scheduled to work during the period in which leave is to be taken. Vacation Leave will not exceed the amount accrued at the time the leave expenditure begins.

~~.241~~ Vacation Leave may only be requested in one (1) hour increments. It is not the intention of this policy for employees to routinely use vacation in one (1) hour increments or less. Use of emergency Vacation Leave in other increments may be approved by the employee's supervisor depending upon the situation.

- .25 Holidays or other days not scheduled for work will be excluded in computing Vacation Leave expenditure.

- .26 Service as a temporary employee will not be used to determine Vacation Leave accrual.

- .27 Any Vacation Leave accrued to a regular or part-time employee at the time of transfer from one department to another will be recorded on the personnel action form and will be transferred to the new department.

- .28 Upon separation, an employee is paid for the unused portion of Vacation Leave provided the employee has completed six (6) months of employment. Notwithstanding the foregoing, any employee who is separated or resigns in lieu of discipline, for embezzlement of City funds, fraud, falsification, theft of City property or resources (including theft of time), or deliberate destruction of City property, or inappropriate use of City property or P-Card will be ineligible for payment of accrued Vacation Leave. Vacation Leave payout at the end of employment may be withheld if the employee owes any type of repayment to the City, including for overpayment of wages.

~~.28.~~29 Approved vacation leave shall be assumed to begin as soon as the Employee has completed their last regularly scheduled workday prior to the approved leave. Approved vacation shall be assumed to end as soon as the Employee has begun their first regularly scheduled workday following the approved leave. In the event of an emergency situation which necessitates a change in the vacation schedule, the Employee shall be notified of such change at the earliest possible time. If an employee has preapproved vacation and needs to be relieved from duty at the end of their scheduled shift due to scheduled travel or other scheduled event, the employee is required to notify their supervisor in writing at least forty-eight (48) hours prior to the scheduled leave. Unless the request is made during an emergency response declared by the department head, the supervisor will make reasonable effort to honor the request.

- ~~.29.~~30 Vacation should be scheduled in advance, based upon departmental procedures. Normally, an employee should submit a written request to schedule vacation at least two (2) weeks in advance. However, work unit supervisors at their discretion may approve an employee's request for

Vacation Leave upon shorter notice or in view of employee emergencies. The employee should notify his/her supervisor of the need to request such vacation at the earliest possible time. Approval of requests for Vacation Leave with less than seventy-two (72) hours notice should be limited to no more than six (6) occurrences per calendar year.

30.31 All Vacation Leave requests over one hundred twenty (120) continuous hours must be approved by the department head and Personnel Director, except when Vacation Leave is taken as Family Medical Leave under Section 314.

.3 Use of Vacation Leave Preceding Retirement

- .31 The maximum amount of Vacation Leave time which can be approved for use by an employee immediately preceding retirement is one hundred twenty (120) hours.

.4 Accrual of Vacation Leave

- .41 Vacation Leave will be accrued to each regular and part-time employee on the first day of the month following completion of thirty (30) days of continuous service.
- .42 To determine the appropriate accrual rate for a part-time employee, an average of the hours worked per week within the preceding twelve (12) months should be calculated. If a part-time employee has been not been employed for twelve (12) months, a weekly average should be calculated of all available hours. The average should be rounded to the nearest whole number and should be calculated from the day the leave is accrued ... (Example, an employee that works an average of 18 hours per week would accrue 45% of the accrual based on years of service). The percentage will be applied to the accruals established within Section 303.43.
- .43 The amount of vacation time to be accrued upon completion of each calendar month of service by regular employees is as follows:

<u>Years of Continuous Service</u>	<u>Monthly Accrual</u>	<u>Yearly Accrual</u>
Date of employment to completion of fifth year	9 hours 20 minutes	112 hours
5 years but less than 10 years	10 hours 40 minutes	128 hours
10 years but less than 15 years	14 hours	168 hours
15 years but less than 20 years	15 hours 20 minutes	184 hours
20 years but less than 25 years	16 hours 40 minutes	200 hours
25 years or more	17 hours 20 minutes	208 hours

- .44 The maximum amount of Vacation Leave that may be accrued by an employee is twice the amount which the employee may accrue in one calendar year. No additional Vacation Leave will be credited to an employee who has reached the maximum amount. For part-time employees, the maximum Vacation Leave that may be accrued should be based on a twenty-five (25) hour work week.

- .5 Any Vacation Leave accruals lost due to inaction by an employee will not be reinstated.