

## SECTION 6

### LEAVES

#### 6.1 POLICY

In acknowledging that employees require time away from work to attend to personal, family and medical needs, the City provides a variety of paid and unpaid leaves. Leave is defined as any absence that occurs during an employee's regularly scheduled work hours ~~that~~ and is approved by a Department Head or his/her designee. Leave may be authorized with or without pay and shall be granted in accordance with the policies outlined below on the basis of the work requirements of the employee's Department and, whenever possible, the personal needs of the employee. ~~Leaves, as set forth in this section, shall be granted only to Regular and Limited Service employees.~~ Regular and Limited Service employees working twenty to thirty-four (20-34) hours in an average work week shall earn a prorated (based on a forty (40) hour work week) amount of vacation, sick, and personal leave based upon the normally scheduled hours worked in an average work week. An employee regularly assigned a normal work week in excess of forty (40) hours (e.g., firefighters) shall earn vacation and sick leave at an appropriate proportional rate.

Except where required by law, any unpaid absence from work extending longer than thirty (30) days will not be counted towards an employee's pension/retirement benefit. Creditable service is the length of service in which an employee has continued to receive wages from the City except where otherwise required by law:

Employees in their probationary period must have documented approval from the Department Head and Director of Human Resources (or designee) to access paid leave time. Unpaid leave only requires Department Head approval. Leave taken while an employee is in probationary status will not be counted as time worked and will therefore serve to extend the probationary period by the number of days equal to all leave time taken. A probationary employee is required to use all available paid leave time before requesting leave without pay.

#### 6.4 VACATION LEAVE

##### a. Vacation Leave Accruals

~~Vacation leave accrues on a weekly basis within a fiscal year may be taken as earned time after completion of six (6) months of employment according to the following schedule: (accrued on a weekly basis within a fiscal year):~~

Hours of Vacation

Credited Service

Hours Earned per Year

Zero (0) through sixty (60) months	Eighty (80)
Over sixty (60) through one hundred twenty (120) months	One hundred twenty (120)
Over one hundred twenty (120) months through one hundred eighty (180) months	One hundred sixty (160)
Over one hundred eighty (180) months	Two hundred (200)

Vacation pay shall be equal to the normal hourly or weekly pay of the employee, excluding any premium payments.

For purposes of determining vacation leave (and sick leave), credited service is the length of service for which a regular full or part-time, or limited service employee, actually received wages from a City Department.

In the case of a former City employee returning to City employment, the following shall apply: If the employee had been employed in a regular position for at least five (5) years, left City service in good standing, and is rehired, vacation accruals will be reinstated at the rate in effect at the time of separation. Except when an employee becomes retired with the City and returns to another City position, the employee's accrual rate will reset as if the employee was newly hired.

(Effective 3/2002)

#### 6.12. PERSONAL LEAVE

All ~~full-time regular and limited service~~ employees shall be granted sixteen (16) hours leave on July 1st for personal business during each year without loss of pay or deduction of sick leave. Non-probationary Fire Department personnel assigned to twenty-four (24) hour shifts will be granted forty-eight (48) hours of personal time on July 1st. Part-time employees working at least twenty (20) hours per week will be granted pro-rated personal time based on their average weekly hours on July 1st. New employees will have personal time awarded in the following manner: hired between July 1 and December 31, 16 hours; hired between January 1 and March 31, 8 hours; hired after March 31, zero hours. Personal business is defined as any business that cannot be conducted at a time not in conflict with the employee's regular work day, an emergency over which he has no control which requires immediate attention, and the observance of a religious obligation. Notice of such leave shall be given as much in advance as possible and may be taken as a portion of a day, but in no event in periods of less than one (1) hour. A personal business day may not be used during the day immediately before or after an

employee's scheduled vacation. The City may require substantiation for personal leaves. There shall be no payout of personal leave upon separation from the City.