402 Leave and Absence (Central Services Only)

402 LEAVE AND ABSENCE (CENTRAL SERVICES ONLY)

402.010 Personal Leave

Policy:

Benefit eligible, full-time employees who have completed the orientation period are eligible to take up to 2 personal leave days per calendar year to tend to personal matters. Part-time employees may take up to 1 personal leave day (equivalent to the number of hours the part-time employee ordinarily works in a day) per calendar year.

Procedure:

A) Personal leave may not be carried over from year to year and is not compensable at time of termination.

B) Personal leave generally is approved in no more than one day increments.

C) If a full-time, benefits eligible employee is hired before June 15, the employee is eligible for 2 days of personal leave for that calendar year. If hired after that date, the employee is eligible for one day of personal leave.

D) Except in emergency or unforeseen circumstances, personal leave should be requested and approved in advance by the employee's supervisor.

402.011 Use Of Annual And Sick Leave In Hourly Increments

Policy:

Annual vacation and sick leave must be taken in hourly increments.

402.012 REFLECTION OF ACCRUED ANNUAL AND SICK LEAVE

Policy:

An employee's total amount of accrued annual and sick leave hours, including any accrued amounts carried from prior years, is reflected on the employee's bi-weekly pay stub.

402.013 FAMILY AND MEDICAL LEAVE

Policy:

Family and Medical Leave will be available to employees consistent with Human Resource Policy – General No. 300, available here, and the Family and Medical Leave Act.

402.014 BEREAVEMENT LEAVE

Policy:

Benefit eligible employees are entitled to paid leave in the event of death of an immediate family, not to exceed three (3) working days.

Procedure:

A) "Immediate family" consists of the employee's parent, sibling, spouse, child, parent-in-law and, in the discretion of Human Resources, relatives residing in the same home as the employee.

B) In the discretion of Human Resources, one (1) working day of paid bereavement leave may be allowed in the event of death of a relative other than those listed above.

402.015 JURY DUTY LEAVE

Policy:

Employees are encouraged to be civic-minded and attend jury duty as requested. An employee will not suffer any loss of regular income as a result of jury duty, provided the employee submits a valid jury duty service verification form.

402.016 MILITARY LEAVE

Policy:

Members of the National Guard or Reserve Armed Forces will receive up to 15 days of paid military leave per year to attend military training.

Procedure:

A) Military leave may not be used for any other purpose.

B) Employees may be asked to provide orders or other documentation substantiating the use of military leave.

402.017 USE OF ANNUAL VACATION LEAVE

Policy:

Use of annual vacation leave must be requested and approved at least three days in advance by employee’s supervisor.

Procedures:

A) Requests to use annual leave will be approved only if staffing is sufficient to ensure that employee’s absence will not have a detrimental effect on the employee’s work area.

B) Supervisors may direct employees to reschedule vacations where necessary to ensure adequate staffing, for instance, because of a coworker’s unforeseen medical leave.

402.019 HOLIDAY LEAVE

Policy:

The Division of Human Resources will publish a schedule of holidays and holydays to be observed each calendar year.

Procedure:

A) Non-exempt employees who work on a holiday will be paid their regular hourly rate for holiday hours, in addition to the hours actually worked on the holiday.

B) A paid holiday not worked will not be credited as a regular workday for the computation of weekly overtime.

402.020 LEAVE WITHOUT PAY

Policy:

Leave without pay may be granted in the discretion of the Executive Director, in consultation with Human Resources.

Procedure:

A) Leave without pay may not be granted where it would cause a disruption of services or have a detrimental effect on the employee's work area.

B) In reviewing a request for leave without pay, the Executive Director should consider:

The nature of the request;

The impact of the employee's absence;

The length of the leave being requested;

The employee's job performance; and

The employee's length of service.

C) An employee will not accrue annual vacation or sick leave during leave without pay that exceeds 2 weeks.

402.021 ACCRUAL OF ANNUAL VACATION LEAVE BY FULL-TIME EMPLOYEES

Policy:

Benefit eligible, full-time employees shall accrue annual vacation leave based on length of service and hours worked. Information regarding the accrual of annual vacation leave for part-time employees is found at 402.019 ACCRUAL OF ANNUAL VACATION LEAVE BY PART-TIME EMPLOYEES.

Procedures:

A) To be eligible for the annual leave accrual rates listed below, an employee must be benefit eligible (i.e., scheduled to work 20 or more hours per week, 12 months per year), and must be a full-time employee (i.e., scheduled to work 40 hours per week).

B) The following current accrual rates apply to all benefit eligible, full-time employees of Central Services:

Years of Service: Leave Hours Earned Per Year Leave Days Earned Per Year
1 – 5 Years 120 Hours 15 Days
6 – 12 Years 160 Hours 20 Days
13 + Years 200 Hours 25 Days

C) Accrual of annual leave will begin with an employee’s first full pay period. Annual leave may not be taken during an employee’s first 3 months of employment. Exceptions to this policy must be approved by the employee’s supervisor and the Executive Director of Human Resources.

D) Unused employee annual leave may be carried over from year to year up to a maximum of two weeks (80 hours) for full-time employees. Accrual of

annual leave for the new year starts with the first full biweekly pay period of the new calendar year.

E) Annual leave is not accrued during absences exceeding 2 weeks, except during approved periods of fully paid time off exceeding 2 weeks.

F) Accrued but unused annual leave is payable upon an employee's termination, but is not compensable during the course of employment.

G) Accrued, unused annual leave may not be used to effect an employee's retirement or termination date.

H) The amount and use of annual vacation leave for executive employees is not covered by this section, and is determined on an individual case-by-case basis upon the hiring of the executive.

402.022 USE OF SICK LEAVE

Policy:

Sick leave may be used to prevent loss of income when illness or injury prevents an employee from working. Sick leave may also be used by an employee to care for the illness or injury of the employee's parent, child, spouse, step parent or step child or, in the discretion of the Division of Human Resources, another family member who resides in the employee's household.

Procedures:

A) If an employee is unable to report to work because of illness, the employee's supervisor must be notified within 1 hour of the regular starting time.

B) Appointments with doctors, dentists or other health care providers are chargeable to sick leave with advanced notice to the supervisor.

402.023 ACCRUAL OF SICK LEAVE BY FULL-TIME EMPLOYEES

Policy:

Sick leave will be accrued by benefit eligible, full-time employees at the rate of 1 day per month.

Procedure:

A) Sick leave accrual begins with the first day of employment and may be taken as soon as leave is accrued.

B) Sick leave may be carried over from year to year, but an employee may not accrue more than a total of 60 days of sick leave. 1

C) Sick leave is not accrued during absences that exceed a 2 week pay period, except during approved vacations exceeding 2 weeks.

D) A physician's note may be required in case of an absence exceeding 3 working days or for frequently recurring illness or at the discretion of Human Resources.

E) In the event an employee has exhausted all earned sick leave he/she may request earned annual leave be used to prevent loss of income, provided that an employee may always elect to use accrued annual leave or sick leave to care for an employee's immediate family member.

F) Benefit eligible employees with a minimum of 6 months of service are eligible to apply for Short Term Disability upon the exhaustion of their sick leave.

G) Accrued sick leave is not compensable at the time of termination or retirement nor may it be used to effect early retirement or termination.

1 Employees employed before 1984 may accrue additional sick time. Please contact the Division of Human Resources for more information.

402.024 ACCRUAL OF LEAVE BY PART-TIME EMPLOYEES

Policy:

Benefit eligible part-time employees shall accrue annual vacation leave proportionately to the amount of a full-time schedule that the employee regularly works.