

**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject: <p style="text-align: center;">GENERAL LEAVE</p>	File Under Section: <p style="text-align: center;">PERSONNEL</p>	
Effective Date: <p style="text-align: center;">March 26, 2015 <u>August 18, 2016</u> Res. No. 1908 <u>1972</u></p>	Number: <p style="text-align: center;">2-08</p>	Page: <p style="text-align: center;">1 of 76</p>
Supersedes: <p style="text-align: center;">October, 22, 2009 <u>March 26, 2015</u> Res. No. 1671 <u>1908</u></p>	Approved By: <p style="text-align: center;">Larry Tarkowski Town Manager</p> <p style="text-align: right;">Date: _____/S</p>	

1.0 POLICY

1.1 It is the policy of the Town of Prescott Valley to provide its employees with the opportunity to accrue general leave as a fringe benefit. The intent of general leave is to provide paid time off for purposes of rest and relaxation as well as to attend to matters of a personal nature.

2.0 PURPOSE

2.1 The purpose of this policy is to set forth the manner in which general leave is earned and to establish guidelines and responsibilities for using and reporting general leave.

3.0 APPLICABILITY

3.1 All Town of Prescott Valley regular full-time and regular part-time employees.

4.0 REFERENCE – N/A

5.0 PROVISIONS OF GENERAL LEAVE

5.1 General leave includes all periods of approved absence with pay which are not chargeable to another category of leave.

5.2 Employees may use accrued general leave when they plan to be away from work during normally-scheduled hours. General leave can also be used when employees miss work due to illness or personal emergency. Employees are required to exhaust their general leave bank prior to requesting leave without pay, unless the Town Manager, with Council approval, has implemented a salary plan requiring employees to take leave without pay.

5.3 Normal Accrual Rates. ~~Full-time employees~~ Employees accrue general leave on a bi-weekly basis in accordance with the following schedule. ~~General leave is accrued by part-time employees on a pro-rated basis based on regularly-scheduled hours.~~

<u>Years of Service</u>	<u>Full-Time</u> <i>Accumulation by end of Year</i>		<u>Part-Time</u> <i>Accumulation by end of Year</i>	
	<u>Non-Exempt</u>	<u>Exempt</u>	<u>Non-Exempt</u>	<u>Exempt</u>
<u>0 to 1 Year</u>	<u>120</u>	<u>160</u>	<u>75</u>	<u>100</u>
<u>1 to 2 Years</u>	<u>128</u>	<u>168</u>	<u>80</u>	<u>105</u>
<u>2 to 3 Years</u>	<u>136</u>	<u>176</u>	<u>85</u>	<u>110</u>
<u>3 to 4 Years</u>	<u>144</u>	<u>184</u>	<u>90</u>	<u>115</u>
<u>4 to 5 Years</u>	<u>152</u>	<u>192</u>	<u>95</u>	<u>120</u>
<u>5 to 6 Years</u>	<u>160</u>	<u>200</u>	<u>100</u>	<u>125</u>
<u>6 to 7 Years</u>	<u>168</u>	<u>208</u>	<u>105</u>	<u>130</u>
<u>7 to 8 Years</u>	<u>176</u>	<u>216</u>	<u>110</u>	<u>135</u>
<u>8 to 9 Years</u>	<u>184</u>	<u>224</u>	<u>115</u>	<u>140</u>
<u>9 to 10 Years</u>	<u>192</u>	<u>232</u>	<u>120</u>	<u>145</u>
<u>10 and Over</u>	<u>200</u>	<u>240</u>	<u>125</u>	<u>150</u>

Group I Schedule
All non-exempt employees

Group II Schedule
All exempt employees

<u>Years of Service</u>	<u>General Leave in Hours</u>		<u>General Leave in Hours</u>	
	<u>Accrual Rate/Pay Period</u>	<u>Accumulation by the end of Service Year</u>	<u>Accrual Rate/Pay Period</u>	<u>Accumulation by the end of Service Year</u>
0 to 1 year	4.615	120	6.154	160
1 to 2 years	4.923	128	6.462	168
2 to 3 years	5.231	136	6.770	176
3 to 4 years	5.538	144	7.077	184
4 to 5 years	5.846	152	7.385	192
5 to 6 years	6.153	160	7.692	200
6 to 7 years	6.462	168	8.000	208
7 to 8 years	6.769	176	8.308	216
8 to 9 years	7.077	184	8.615	224
9 to 10 years	7.385	192	8.923	232
10 and over	7.692	200	9.231	240

5.4 Accrual in Conjunction with Leave

5.4.1 An employee will accrue general leave while on general leave, except under the following circumstances.

- 5.4.2 General leave accrual will be discontinued for the pay period the employee does not perform any work because the employee is on:
 - a. approved short-term disability leave;
 - b. approved long-term disability leave;
 - c. leave without pay; or
 - d. work-related industrial leave

5.5 Maximum Accumulations.

5.5.1 Non-exempt employees with zero (0) to five (5) years of service may accumulate general leave hours up to a maximum of 304 hours. Non-exempt employees with five (5) or more years of service may accumulate general leave hours up to a maximum of 400 hours.

5.5.2 Exempt employees with zero (0) to five (5) years of service may accumulate general leave hours up to a maximum of 384 hours. Exempt employees with five (5) or more years of service may accumulate general leave hours up to a maximum of 480 hours.

~~5.5.3 Part time employees' maximum accumulation will be pro-rated based on regularly scheduled hours.~~

5.5.3 Employees may accrue and use general leave above their maximum hours while employed but upon separation all excess hours are subject to forfeiture under Section 5.9 below.

5.6 Use of General Leave Limitation. General leave will not be granted in advance of being earned. General leave is earned on the pay date for the corresponding pay period. If an employee has insufficient general leave or other applicable leave to cover a period of absence, a deduction on the current payroll will be made for the time involved (leave without pay).

5.7 Emergency General Leave Bank. The Town provides employees the voluntary, confidential option to donate accrued general leave to an emergency general leave bank to be used by employees who have suffered a catastrophic illness or injury, or whose immediate family member has suffered a catastrophic illness or injury that necessitates the employee's direct care. All donated or received general leave hours in and out of the bank are confidential. Hours are converted to dollars at the time of transaction based on donor or recipient employee's current rate of pay.

5.7.1 Donations: Under certain circumstances and on a limited basis, employees are permitted to donate up to 40 hours accrued general leave during any announced donation period to the emergency general leave bank but no more than 80 hours in any 12-month period. Once accrued general leave time is donated it cannot be reclaimed by the employee who donated it. No employee may donate an amount that would reduce their personal general leave balance below 40 hours or that is above their maximum leave payout at the time of separation.

- 5.7.2 Recipients: Employees are eligible to apply for emergency general leave on the first of the month following 30 days of employment for qualifying absences expected to extend beyond 14 calendar days. It is the sole responsibility of the employee to request donated leave and submit the required documentation to Human Resources for approval.

Catastrophic illness or injury for purposes of this section is defined as an extreme, unforeseen or life threatening illness, injury, impairment, physical or mental condition causing one to be placed on medical leave as documented by an attending physician. Leave would typically work in conjunction and run concurrently with the employee's leave under the Family Medical Leave Act (FMLA).

No emergency general leave hours will be paid retroactively and not until the employee has been absent for more than 14 calendar days and has exhausted all of their accrued personal sick and/or general leave; thereafter, the employee will be paid on a week-to-week basis. The maximum number of emergency general leave hours an employee may withdraw per week is based on the difference between the employee's normal work hours and any compensation received from other insurance (up to 11 weeks) subject to a maximum of 220 hours per 12-month period except in extenuating circumstances or until long-term disability commences. Recipients of donated leave do not accrue general leave until they return to work and will return to work with a zero general leave balance.

- 5.7.3 Providing that the maximum number of hours has not been reached, an employee may continue to access emergency leave assistance subsequent to returning to work (either on a part-time or full-time basis) if the employee has intermittent absences related to the same catastrophic illness or injury.
- 5.7.4 Employees seeking emergency leave assistance are prohibited from soliciting donations. Hours donated are not accepted for specified individuals but placed in the bank for use by any qualifying employees.
- 5.7.5 The Town Manager reserves the right to deny any particular request to donate or access the emergency general leave bank, based on the individual circumstances involved.

- 5.8 Redemption Provisions. Employees who have completed six (6) months of service are eligible to redeem up to forty (40) hours of general leave at full cash value.

- 5.8.1 One (1) cash redemption election is permitted per employee per Town fiscal year and the employee may select the redemption date. Employees are required to designate, on the form provided by Human Resources, the number of hours to be redeemed (maximum of 40) and the payment date requested.

- 5.8.2 In no event shall an employee request or receive redemption of general leave which would have the effect of reducing the employee's accumulated balance to below eighty (80) hours.
- 5.8.3 Redemption pay is subject to budgetary approval by the Council.
- 5.9 Payment of General Leave at Separation. Payment for accrued but unused general leave shall be at the employee's base rate of pay upon separation from service.
 - 5.9.1 Payment for accrued but unused general leave shall not exceed the maximum allowed accumulation of general leave balance as defined in Subsection 5.5. General leave accrued above the maximum accumulation at the time of separation is forfeited.
 - 5.9.2 Separation from Town service during the first six (6) months of service results in forfeiture of all accrued but unused general leave.
 - 5.9.3 The official separation date shall be the actual last day worked. Employment shall not be extended, nor an employee's separation date altered, due to payment of unused general leave.

6.0 GUIDELINES FOR USE OF GENERAL LEAVE

6.1 Planned, Non-Emergency Use

- 6.1.1 Non-emergency use includes scheduled vacation, personal business, healthcare appointments, and other planned events.

Requests for general leave for non-emergency purposes shall be submitted as far in advance as possible to the appropriate supervisor for approval.

- 6.1.2 Advance notification requirements and the scheduling of non-emergency general leave shall be at the discretion of the department director based upon operational considerations. Reasonable efforts will be made to accommodate the employee's requested dates for general leave.
- 6.1.3 Any consecutive general leave usage for non-emergency purposes shall be limited to thirty (30) calendar days in length unless otherwise approved by the department director.

6.2 Unplanned, Emergency Use

- 6.2.1 Unplanned emergency use includes, but is not limited to, personal illness or injury and a family member's illness or injury that requires the employee's care.

In the case of an unplanned absence, the employee who is unable to report to work as scheduled for any reason shall notify the immediate

supervisor no later than one (1) hour before the beginning of the assigned work shift unless departmental policies differ.

In the case of an employee becoming ill on the job or being notified of an emergency affecting the employee's ability to continue working, the employee shall notify the supervisor before leaving the workplace.

6.2.2 In the case of any unplanned usage of general leave for illness that exceeds three (3) consecutive days, the supervisor or department director may require medical confirmation of said illness or injury at the expense of the employee prior to approval of payment for general leave. Additionally, employees in such cases should contact Human Resources for any FMLA benefits due. Should the employee be found to have falsified the reasons for emergency use of general leave, the department director may deny the payment of general leave and/or initiate appropriate disciplinary action up to, and including, termination.

6.2.3 Irrespective of the length of absence, an employee in a safety sensitive position who uses general leave as a result of a personal illness or injury may be required to provide medical confirmation from the employee's physician, at the expense of the employee, and may be required to obtain medical confirmation from the Town physician, at the expense of the Town, prior to the employee's return to work, in order to confirm that the employee is able to perform the essential functions of the job with or without accommodations.

6.3 Use in Conjunction with Short-Term Disability (STD) Plan

6.3.1 During the fourteen (14) calendar day waiting period before STD benefits begin, an employee may apply accrued compensatory time or general leave hours, to the extent they are available, to cover the waiting period.

6.3.2 Once STD benefit payments begin, an employee will be eligible to supplement STD pay with other earned paid time off. Such supplemental pay when combined with STD pay shall not exceed one hundred percent (100%) of an employee's regular base salary.

6.3.3 Supplemental pay shall be applied in the order that follows:

- 1st – hours from the employee's banked personal sick leave account
- 2nd – compensatory time or general leave hours available
- 3rd – requested and approved Emergency general leave.

6.3.4 Upon exhaustion of all available paid time off, STD benefits will continue per the plan guidelines with no additional supplemental pay. Retirement contributions will cease. It is the responsibility of the employee to arrange payment with Human Resources for dependent insurance coverage or any other deductions normally taken from the employees' paycheck.

6.4 Use in Conjunction with Long-Term Disability (LTD) Plan

6.4.1 Upon qualifying for LTD benefit payments, an employee will be eligible to supplement LTD pay with other earned paid time off. Such supplemental pay when combined with LTD pay shall not exceed 100% of an employee's regular base salary.

6.4.2 Supplemental pay shall be applied in the order that follows:

- 1st – hours from the employee's banked personal sick leave account
- 2nd – compensatory time or general leave hours available
- 3rd – requested and approved Emergency general leave.

6.4.3 Upon exhaustion of all available paid time off, LTD benefits will continue per the plan guidelines with no additional supplemental pay. Retirement contributions will cease. It is the responsibility of the employee to arrange payment with Human Resources for dependent insurance coverage or any other deductions normally taken from the employees' paycheck.

6.5 Family and Medical Leave Act (FMLA)

6.5.1 The use of general leave for qualified absences under FMLA shall be administered in the same manner as those listed above for planned non-emergency (Subsection 6.1) and unplanned emergency use (Subsection 6.2).