

**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject:		File Under Section:	
GENERAL LEAVE		PERSONNEL	
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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 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.

Group I Schedule			Group II Schedule	
All non-exempt employees			All exempt employees	
<u>General Leave in Hours</u>			<u>General Leave in Hours</u>	
<u>Years of Service</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:

- a. the employee is on an approved short-term disability leave;
- b. the employee is on an approved long-term disability leave;
- c. the employee is on a leave without pay; or
- d. the employee is on a work-related leave (Town Policy No. 2-13).

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.
- 5.6 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 Donation of General Leave. Under certain circumstances, on a limited, case-by-case basis, employees are permitted to donate accrued general leave to other Town employees for catastrophic emergencies. Information regarding this provision of the general leave benefit is available from human resources.
- 5.8 Redemption Provisions. Employees who have completed their initial introductory period and police officers having 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 employees 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 Termination. Payment for accrued but unused general leave shall be at the employee's base rate of pay upon separation from service, termination of employment, retirement or death.
 - 5.9.1 Payment for accrued but unused general leave shall not exceed the maximum allowable general leave balance as defined in Subsection 5.5. General leave accrued above the maximum accumulation at the time of termination is forfeited.
 - 5.9.2 Separation from Town service during the initial introductory period or during the first six (6) months of service for police officers results in forfeiture of all accrued but unused general leave.

- 5.9.3 The official termination date shall be the last day of active employment. Employment shall not be extended, nor an employee's termination date altered, due to payment of unused general leave.

6.0 GUIDELINES FOR USE OF GENERAL LEAVE

6.1 Non-Emergency Use

- 6.1.1 Non-emergency use includes vacation, personal business, scheduled healthcare appointments, and other pre-planned events.
- 6.1.2 Requests for general leave for non-emergency purposes shall be submitted in advance to the appropriate supervisor on a "Leave Request" form. Requests for general leave for more than three (3) consecutive days shall be submitted at least two (2) weeks in advance.
- 6.1.3 The scheduling of non-emergency general leave shall be at the discretion of the department head based upon operational considerations. Reasonable efforts will be made to accommodate the employee's requested dates for general leave.
- 6.1.4 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 head.

6.2 Emergency Use

- 6.2.1 Emergency use includes, but is not limited to, personal illness or injury and family member illness or injury.
- 6.2.2 In the case of an emergency personal illness or injury, the employee who is unable to report to work as scheduled for any reason shall notify the immediate supervisor/department head no later than one (1) hour before the beginning of the assigned work shift unless departmental policies differ. In order to be paid for general leave utilized for emergency use, the employee must complete a "Leave Request" form within twenty-four (24) hours of returning to work.
- 6.2.3 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.
- 6.2.4 In the case of any emergency use of general leave that exceeds three (3) consecutive days, the supervisor or department head may require medical confirmation of said illness or injury at the expense of the employee prior to approval of payment for general leave.
- 6.2.5 An employee 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, irrespective of the length of the absence. Should the employee be found to have falsified the reasons for emergency use of general leave, the department head may deny the payment of general leave and/or initiate appropriate disciplinary action up to, and including, termination.

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 comp time hours, to the extent they are available, to either fully or partially cover the waiting period. In the event of partial coverage (or no comp time available), an employee may use general leave, not to exceed eighty (80) hours, to complete 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 – comp time hours available
 - 3rd – accrued, unused 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 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 LTD benefit payments will not commence until the employee's personal sick leave account is exhausted.
- 6.4.3 Supplemental pay shall be applied in the order that follows:
 - 1st – comp time hours available
 - 2nd – accrued, unused general leave.

6.4.4 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 coverage or any other deductions normally taken from the employees' paycheck.

6.5 Use in Conjunction with Workers' Compensation (WC) Benefits

6.5.1 Upon qualifying for WC benefit payments, an employee may use other earned time off to supplement WC pay by agreeing to endorse WC payments to the Town. Such supplemental pay when combined with WC pay shall not exceed 100% of an employee's regular base salary.

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

- 1st – hours from the employee's banked personal sick leave account
- 2nd – comp time hours available
- 3rd – accrued, unused general leave.

6.5.3 Upon exhaustion of all available paid time off, the employee will discontinue endorsement of WC payments to the Town and WC benefits will continue per the plan guidelines. Retirement contributions will cease. It is the responsibility of the employee to arrange payment with human resources for dependent coverage or any other deductions normally taken from the employees' paycheck.

6.6 Family and Medical Leave Act (FMLA)

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