

**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject:		File Under Section:	
OTHER SHORT-TERM ABSENCES		PERSONNEL	
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		Date: _____/S	

1.0 POLICY

- 1.1 It is the policy of the Town of Prescott Valley to permit employees to be absent from work on an authorized short-term basis for a variety of reasons. To help employees maintain their income during certain authorized absences, the Town will provide compensation according to the guidelines below.

2.0 PURPOSE

- 2.1 The purpose of this policy is to establish a uniform procedure for requesting paid or unpaid leave. In all cases where the leave is with pay, it will be paid at the employee's regular straight-time wage rate.

3.0 APPLICABILITY

- 3.1 All full-time and regular part-time employees.

4.0 REFERENCE

5.0 JURY DUTY

- 5.1 To encourage employees to willingly accept the civic responsibility of jury duty, an employee called for jury duty is entitled to serve without loss of time or pay and may accept expenses and jury fees from the court jurisdiction. In addition, all jury duty is subject to the following.
 - 5.1.1 Jury duty pay will be based on the employee's regularly scheduled workday not to exceed eight (8) hours per workday.
 - 5.1.2 The period of paid jury duty will not exceed two workweeks.

- 5.1.3 In the event of a trial that is expected to exceed two workweeks, the employee summoned to serve must obtain advance approval to be absent beyond the two-workweek period. This additional jury duty period will be unpaid by the Town, except that an employee will be required to use his or her accrued leave.
- 5.2 An employee must present the jury duty summons to his/her supervisor as soon as it is received. For scheduling purposes, the supervisor shall discuss with the employee the amount of time the employee will likely be absent from work. The supervisor shall also reiterate the requirement for the employee to return to work within his/her shift any day that the employee is released early from jury duty.
- 5.3 A copy of the employee's summons and appearance notice is required for payroll records.

6.0 WITNESS DUTY

- 6.1 Where an employee is subpoenaed to testify in a legal action and the Town determines that such subpoena resulted directly from the performance of the employee's required duties, the Town shall permit the employee to take time off with pay to comply with the subpoena if required to appear during his/her regularly scheduled hours of employment; provided, however, that the employee shall turn over to the Town any witness fee received, or, the employee must refuse any witness fee.
- 6.2 An employee who is called as a witness in a case unrelated to official duties may accept witness expenses and fees, but must charge the absence to accrued leave, or take leave without pay, if no accrued leave is available.

7.0 BEREAVEMENT LEAVE

- 7.1 An employee may be granted leave with pay due to a death in the employee's immediate family to arrange and/or attend funeral activities. Refer to Definitions Policy for "immediate family."
- 7.2 The amount of paid bereavement leave is limited to three working days (up to 24 hours) for funerals that occur in state, and five working days (up to 40 hours) for funerals that occur out of state. If additional time off from work is needed, an employee may request to use other paid leave if eligible or request leave without pay. In either case approval will be at the discretion of the department head.
- 7.3 In the event of death of a family member not listed in 7.1 or a non-relative, an employee may request time off to attend services and the absence will be charged to the employee's paid leave.
- 7.4 Documentation of the death may be required.
- 7.5 In no event will an employee be paid bereavement leave if the period of bereavement occurs during a time that the employee would not normally be at work.

8.0 MILITARY LEAVE

- 8.1 Military leave shall be granted in accordance with the provisions of state or federal law. All employees entitled to military leave shall give their supervisors an opportunity, within the limits of military regulations, to determine when such leave shall be taken. A copy of military orders must be submitted by the employee prior to or immediately upon return from leave.
- 8.2 Under military leave, employees have a right to leave for up to five years (cumulative total) while employed with the Town. Upon return from military leave, employees will be reinstated in the position and at the pay rate they would have been in had they not taken military leave (“escalator” position).
- 8.3 The Town will continue health care benefits for thirty (30) days and during this time the employee must contribute the same share of the cost as when he/she was actively at work. Beyond the thirty (30) days, the employee is eligible for COBRA continuation coverage. Upon return from military leave, an employee will have benefits restored with no waiting period.
- 8.4 An employee will have no loss of pay for up to thirty (30) days of leave for military training over a two year period, independent of vacation benefits, even though the employee may receive military pay. Arizona statute (ARS §38-610), states:

The officers and employees of the state, or of any county, city or town, or of any agency or political subdivision thereof, shall be granted leaves of absence from their duties without loss of time, pay or efficiency rating on all days during which they are employed on training duty or to attend camps, maneuvers, formations or drills under orders with any branch, reserve or auxiliary of the armed forces of the United States for a period of not to exceed thirty days in any two consecutive years. For purposes of this section, an officer or employee shall not be charged military leave for days on which the individual was not otherwise scheduled for work. The period of time spent in training under orders shall not be deducted from the vacation period with pay to which any officer or employee is otherwise entitled.

For the purposes of this section, "year" means the fiscal year of the United States government.

9.0 LEAVE WITHOUT PAY

- 9.1 Leave of absence without pay may be authorized by the Town Manager when all accrued leave benefits have been used. Where applicable, the leave will be subject to all provisions for disability leave of absence and/or FMLA leave.
- 9.2 To apply for such a leave, an employee shall submit a written request to his/her department head that must include the reason for the leave and the length of time to be taken. The request is subject to approval by the department head and the Town Manager.

- 9.3 Failure to return to work at the expiration of the leave request will make an employee subject to dismissal.
- 9.4 Upon Council approval, the Town Manager may institute a reduction in salary or other compensation plan including, but not limited to, requiring employees to take leave without pay.

10.0 TIME OFF FOR VOTING

- 10.1 Employees must have adequate time to vote. To comply with the Arizona State Law (ARS 16-402), the Town of Prescott Valley will allow employees paid leave from work when the following conditions are met.
 - 10.1.1 The employee must be entitled to vote at a primary or general election held within the state of Arizona on the day of election.
 - 10.1.2 There is less than three consecutive hours between the opening of the polls and the beginning of the employee's regular work shift or less than three consecutive hours between the ending of his/her work shift and the closing of the polls.
 - 10.1.3 The employee must obtain prior approval from his/her supervisor.
 - 10.1.4 The time off with pay must be used to vote.
 - 10.1.5 If so requested, an employee must be able to show proof of being a registered voter.
 - 10.1.6 No employee is to be denied the right to vote during work hours should his/her regular shift fall under criteria in paragraph 10.1.2 above.

11.0 VICTIM LEAVE

- 11.1 An employee who is the victim of a crime, or whose child is the victim of a crime, has the right to leave work for the following reasons:
 - To attend scheduled proceedings relating to the crime.
 - To obtain or attempt to obtain an order of protection, an injunction against harassment or any other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child.
- 11.2 Before an employee who is a crime victim or who's child is a crime victim may leave work as set forth herein, the employee shall do all of the following:
 - Provide a copy of the form provided to the employee by the law enforcement agency and/or a court order the employee is subject to or any other proper documentation.
 - If applicable, provide a copy of the notice of each scheduled proceeding that is provided to the victim by the agency that is responsible for providing notice to the victim.

2-10 Other Short-Term Absences

- 11.3 All documentation will be kept in human resources in a confidential file.
- 11.4 Employees who exercise their right to leave work must charge the absence to accrued leave, or take leave without pay, if no accrued leave is available.