MIDVALE CITY, UTAH

RESOLUTION NO. 2018-R-45

A RESOLUTION ADOPTING AMENDMENTS TO SECTION 5.0 LEAVE POLICIES OF THE MIDVALE CITY POLICIES AND PROCEDURES MANUAL

WHEREAS, periodic reviews of the City’s policies and procedures are conducted by City Staff and the City Council in order to update policies and be consistent with legislative changes; and

WHEREAS, in order to maintain the City’s policies and procedures in the most current manner, each section is amended separately as needed; and

WHEREAS, the City Council finds the revisions to the Midvale City Policies and Procedures Manual to be in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MIDVALE CITY, UTAH:

Section 1. The City Council hereby desires to approve the proposed amendments to Section 5.0 Leave Policies of the Midvale City Policies and Procedures Manual (Exhibit A).

Section 2. This Resolution shall take effect immediately upon passage.

APPROVED AND ADOPTED this 4th day of December 2018.

Robert M. Hale, Mayor

ATTEST:

Rori L. Andreasen, MMC
City Recorder

Voting by the City Council

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<th>Quiner Sperry</th>
<th>“Aye”</th>
<th>“Nay”</th>
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<td>Paul Glover</td>
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5.0 LEAVE POLICIES

5.1 ANNUAL VACATION LEAVE
Vacation time off with pay is available for eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Persons hired on an emergency, seasonal, or temporary basis shall not be eligible for annual vacation leave. Part-time employees are not eligible for vacation leave. Qualified Part-time employees receive vacation on a pro-rated basis. Benefited full-time employees shall accrue annual vacation leave in accordance with the following:

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<th>Years of Consecutive City Service</th>
<th>Hours of Vacation Per Month</th>
<th>Accrued Per Year</th>
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<tr>
<td>0 – 5</td>
<td>8</td>
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<td>6 – 10</td>
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<td>11 – 15</td>
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<td>16+</td>
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A maximum of 460 240 hours per year shall be allowed to be carried forward from one calendar year to the next. If the amount of unused, accrued or credited vacation time on December 31st of each year exceeds the cap of 460 240 hours, the excess balance will be forfeited and added to the sick leave bank.

In the event an employee is not allowed to use previously scheduled and approved vacation leave because of unforeseen needs of the City, the City Manager may, in writing, grant an extension up to 60 calendar days from the forfeiture date in which the employee may use his/her vacation time. All accrued or credited vacation time will be paid at time of separation from the City.

Employees who have been separated from the City for less than one year, and are reinstated to the same position, may be allowed to reinstate their previous vacation accrual rate according to years of service. Employees, who have been separated for one year or more, will be prohibited from vacation time reinstatement. Reinstatement of vacation time must be approved by the City Manager.

Department Heads are credited their authorized number of vacation pay annually on January 1 of each year. If the eligible employee is hired after January 1, the number of hours of vacation pay credited on the date of hire will be pro-rated based on the months remaining in the year. The City Manager reserves the right to negotiate vacation time upon hiring of Department Heads.

A holiday that falls during an employee’s annual vacation leave shall be counted as a paid holiday. Annual vacation leave shall be requested on a leave request form and pre-approved by the employee’s Supervisor. Advancing vacation leave to any employee is prohibited.
5.2 HOLIDAY LEAVE AND HOLIDAY PAY

Midvale City recognizes the following holidays for purposes of paid holiday leave:

- New Year’s Day
- Martin Luther King Day 3rd Monday in January
- Presidents’ Day 3rd Monday in February
- Memorial Day Last Monday in May
- Independence Day July 4th
- Pioneer Day July 24th
- Labor Day 1st Monday in September
- Veteran’s Day November 11th
- Thanksgiving Day 4th Thursday in November
- Thanksgiving Day (Day After) 4th Friday in November
- Christmas Day December 25th
- Christmas Holiday TBD Annually

If any of the above holidays fall on Saturday, the holiday shall be observed on the preceding Friday. If any of the above holidays fall on a Sunday, the holiday shall be observed on the following Monday or as designated by the City Manager.

Full-time employees are eligible for 8 eight-hours (8) of holiday pay per holiday listed above. All holidays must be taken as a full eight (8)-hour day. No incremental usage is allowed. Qualified Part-time employees will receive holidays on a pro-rated basis, which also may not be used incrementally. Part-time employees (working less than 30 hours per week) are not eligible for holiday pay.

Employees required to work on an observed holiday or an actual holiday that falls on their regularly scheduled day off, are paid at a rate of one and one-half (1.5) times their straight time base pay rate plus eight (8) hours of holiday pay if they meet the 40-hour work week including the holiday.

If a shift work employee works a shift that spans a two-day period, one of which is a holiday, any holiday pay shall be limited to the hours falling within the 24 hours constituting the applicable holiday.

Exempt employees are paid based on set compensation and are compensated for all holidays based on their salaries. If an exempt employee works on a holiday, they are not compensated additionally for such work.

5.3 SICK LEAVE

Sick leave time off with pay is provided to eligible employees for periods of temporary absence due to illness, injury, or to obtain necessary medical care for themselves and/or their dependents at the discretion of the Department Head. Sick leave hours are intended primarily to provide income protection in the event of illness or injury and may not be used for any other absence.
Full-time employees shall accrue one 8-hour day per month for a total of 12 twelve (12) days (96 hours) annually. Qualified Part-time employees are eligible to receive sick leave on a pro-rated basis. Part-time employees and persons hired on an emergency, seasonal, or temporary basis shall not be eligible for sick leave.

An employee hired within one year to their former job or department may have their prior sick-leave balances reinstated, following the successful completion of either six or twelve-month probationary period, unless it has been converted to the retirement health savings plan.

Paid sick leave shall be accounted for in minimum increments of one quarter (1/4) of a 1/4-hour. Exempt employees who are off work for less than a full workday shall not have their sick leave deducted for sick time taken. Otherwise, exempt employees are subject to the same conditions and limitations applicable to the qualified and proper use of sick leave for illness, injury, or bereavement.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday, if possible. The direct supervisor must also be contacted on each additional day of absence.

Employees unable to fulfill normal work assignments due to illness or injury may or may not be allowed light duty assignments depending on availability.

Paid sick leave is a privilege and not a right of employment. Abuse of the sick leave privilege shall constitute grounds for disciplinary action. Employees who consistently utilize sick leave (accrual of less than 40 hours), shall become suspect of policy abuse.

Where a pattern of sick leave use is present, or a question arises as to the legitimate use of accrued sick leave, Department Heads have the right to investigate use of sick leave, make inquiry of the employee as to his/her ability to perform essential functions of the job, and otherwise request medical information be provided to the supervisor.

Advancing sick leave to any employee is prohibited.

A medical release may be required before returning to work.

Employees, Supervisors, and Department Heads are required to notify the City Manager and Human Resource Director whenever paid sick leave is used for a medical disability or serious health condition of the employee. A serious health condition means an illness, injury, impairment, or a physical or mental condition that involves an absence of three consecutive workdays or longer under the care of a health care provider, inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

An FMLA request form is to be completed by the employee and submitted to both the employee’s Department Head and the Human Resource Director to be approved by the City Manager. This form is used to determine the effective date of any medical disability or serious health condition of the employee and the period of available leave (paid and unpaid) benefit for the employee.
If the proper form is not completed, the City Manager will determine the effective date of any serious health condition and the period of available leave (paid or unpaid), based on the first date the employee was granted leave related to, and/or in connection with, the employee’s medical disability or serious health condition.

5.4 SICK LEAVE CONVERSION AND PAYMENTS

Full-time employees who have accrued a minimum of 240 hours of sick leave may elect to convert 25% of their additional earned, unused sick leave benefits to vacation leave one time per each calendar year at the end of the first complete pay period in January.

Employees retiring with state retirement benefits or resigning with a minimum of 5 consecutive years with the City or other City-approved retirement program benefits during a calendar year, may elect to convert additional 25% of their unused sick leave over 240 hours, not to exceed 25% within a one year period, on the effective date of retirement or resignation, at the end of the first complete pay period in January or delay the conversion to the effective date of retirement or resignation within the same year. This election is allowed one time each per calendar year. Employees are eligible for this benefit if they are in good standing and not on a performance improvement plan.

Unused sick leave benefits will not be paid as direct compensation to employees while they are employed or upon termination of employment except as otherwise stated in this policy.

5.5 LEAVE DONATIONS

Employees may voluntarily and anonymously donate accumulated unused leave (vacation, comp-time, or sick leave) hours to the sick leave bank of the City to be used by an employee who has suffered an incapacitating major illness or injury, or family emergency, which has exhausted the employee’s regular sick leave, vacation, and comp-time accounts.

Any unused vacation hours over the 480-240 allowed that are forfeited by employees at the end of the year shall be donated to the sick leave bank.

Eligible full-time City employees must have been employed with the City for one year or more and accumulated 40 or more hours of unused sick leave at the time of the request (or when the illness began) for extended sick leave compensation.

A maximum of 160 hours of extended sick leave compensation may be requested per rolling 12-month period.

**ROLLING 12-MONTH PERIOD:** A "rolling" 12-month period is measured backward from the date an employee uses any leave. Each time an employee receives sick leave compensation from sick leave donations, the remaining leave entitlement would be any balance of the 160 hours, which has not been used during the immediately preceding 12 months.
5.6 **BEREAVEMENT LEAVE**

Full-time employees working 40 hours per week and qualified part-time employees working a minimum of 30 hours per week are eligible for bereavement leave. Qualified part-time employees receive bereavement leave on a pro-rated basis. Employees working a 40-hour work week will receive a maximum of three (3) days bereavement leave with the availability of an additional two (2) days as needed for travel or family responsibilities dealing with the funeral services upon approval by the Department Head. Bereavement leave is for making arrangements for and attendance at funeral services upon the death of an immediate member of the employee’s family as defined in this section.

For purposes of this section, “immediate members” will include father, stepfather, father-in-law, mother, stepmother, mother-in-law, brother, stepbrother, half-brother, brother-in-law, sister, stepsister, half-sister, sister-in-law, aunts, uncles, nieces, nephews, son, step-son, son-in-law, daughter, step-daughter, daughter-in-law, grandparents-in-law, grandparents, step-grandparents, grandchildren, step-grandchildren, and spouse. The days will be with pay and will not be charged to either earned sick leave or annual leave. Bereavement leave will not accrue to the employee’s benefit if not used for the intended purpose. Leave for attendance at funerals other than those covered above will be considered either leave without pay, personal leave, or vacation. Employees may be required to provide verification of the death (obituary) and their attendance at the funeral (funeral program).

5.7 **MILITARY LEAVE**

Persons serving in the uniformed military services will be granted military leave without pay for the period of service and a reasonable amount of time to travel to and return from duty as prescribed by federal law. The vacated position may be temporarily filled, and the employee will return to service with the City in either the same position or a similar position within the same pay grade and scope of responsibility, if the employee meets the requirements of federal law. During the time of absence, the employee will continue to build seniority; the employee will not lose seniority obtained prior to obtaining military leave. All employees who are or shall become members of a reserve component shall be allowed full pay equal to the difference between military pay and City pay, when military pay is less than City pay, spent on duty with military units of the United States and the State of Utah in an “activated or deployment” status. Military leave for the purpose of annual training or other non-deployment activity will not qualify the employee for the full pay equal to the difference between military pay and City pay. This leave shall be in addition to annual vacation leave with pay. A copy of orders will be required for salary payment. Any employee serving with
the uniformed services may use accrued annual leave (vacation), if he/she requests it before commencing such service.

No officer or employee shall be subjected to any loss or decrease of vacation or holiday privilege or be prejudiced by reason of such absence with reference to promotion or continuances in office, employment, reappointment to office, or reemployment.

An employee reinstated under the foregoing provisions shall not be discharged from his/her position within one year after the reinstatement unless there is just cause for the discharge or a reduction in force.

Employees serving on active duty with the armed forces pursuant to a leave of absence under this section may participate for up to 24 months following separation from City employment in the City-sponsored employee group health and accident insurance plan for themselves and dependents, if they make the required timely premium payments pursuant to federal law.

Upon reinstatement to City employment, the employee shall be entitled to participate in the retirement insurance and other benefit programs offered by the City pursuant to the established laws, rules, and practices related to persons on leave of absence in effect at the time the reinstated employee commenced such active military service. This section shall not be construed to retain, in office or in the employment of the City, any person elected or appointed for a definite term of office, or any person appointed by or serving under a person elected or appointed for a definite term of the person by whom he/she was appointed or under whom he/she was serving whose term shall otherwise expire in operation of law.

The employee serving on active duty with the military has the right to convert the City employees' group term life insurance containing a "war exclusion" provision, which would prevent payment of the double indemnity for accidental death.

Active duty service in the armed forces may qualify for service credit, which may qualify and/or increase the retirement benefits an employee might receive from the retirement program administered by the Utah State Retirement System, as provided by law. It is the employee's responsibility to contact the State Retirement Office for further information. The City will not make the employer-paid contributions and the employee-paid contributions, if any, otherwise paid by the City in behalf of the employee, for former employees serving on active military duty. For those employees whose employment with the City is reinstated following separation from active military service, the City will make the contribution adjustment representing the employer's contribution for the period of military service upon the following conditions:

- The reinstated employee requests the City to make the contribution adjustment payment to the Utah State Retirement System.
- The reinstated employee makes the contribution adjustment payment to the Utah State Retirement System as required by law.
• The reinstated employee meets all the criteria for eligibility for the service credit, as provided by state and/or federal law.

Active duty service in the armed forces will be used in calculating the “length of service” for “annual leave” (vacation) for a reinstated employee, pursuant to this manual.

5.8 JURY OR WITNESS DUTY
The City recognizes the duty of every employee, as a citizen of the United States, to perform jury duty or serve as a witness in court on behalf of another party. If the jury or witness service is completed during regular work hours, an employee is expected to return to work upon completion of the service. The employee shall receive his/her regular pay when performing jury and witness duty. Any money received for jury or witness service must be returned to the City within one (4) week of receipt. Verification of jury and witness duty will be required. If you fail to comply with this policy, disciplinary action may be taken.

5.9 PAID LEAVE/UNPAID LEAVE
Accrued leave must be used during an approved leave in order to maintain City provided benefits. If an employee has no accrued leave and is on approved unpaid leave, all benefits including vacation, sick leave, holiday leave and retirement will be discontinued until the employee returns to work, unless provided for under state or federal guidelines. Insurance benefits may be continued under approved unpaid leave if the full premium is paid by the employee.

5.10 FAMILY MEDICAL LEAVE [FMLA]
The Family and Medical Leave Act of 1993 ("FMLA") grants eligible employees the statutory right to take up to 12 weeks of paid and/or unpaid leave per year under specified circumstances related to serious health conditions and childbirth. Employees are encouraged to talk with their Supervisors, Department Head, or Human Resource Director to raise concerns and seek information about the Family and Medical Leave Act, or their working conditions related to taking such leave, without fear of retaliation.

5.10.1 ELIGIBLE EMPLOYEES
Only eligible employees are entitled to take FMLA leave. An eligible employee is an:

• Employee who has worked for Midvale City for at least 12 months; and

• Has at least 1,250 hours of service for Midvale City during the 12-month period immediately preceding the leave

Eligible employees are entitled to 12 weeks of paid or unpaid Family and Medical Leave within the calculated leave year if the following definition of serious health condition is met:

• An illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities. Subject to certain
5.10.2 MILITARY FAMILY LEAVE ENTITLEMENTS
Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is on the temporary disability retired list.

5.10.3 ROLLING 12-MONTH PERIOD
A "rolling" 12-month period is measured backward from the date an employee uses any FMLA leave. Each time an employee takes FMLA leave the remaining leave entitlement would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months. FMLA leaves may be approved for a maximum of 12 weeks in a 12-month period.

EXAMPLE FOR 12-MONTH ROLLING PERIOD
If an employee has taken 8 weeks of leave during the past 12 months, an additional 4 weeks of leave could be taken. If an employee used 4 weeks beginning February 1, 2003, and 4 weeks beginning June 1, 2003 and 4 weeks beginning December 1, 2003, the employee would not be entitled to any additional leave until February 1, 2004. However, beginning on February 1, 2004, the employee would be entitled to 4 weeks of leave, on June 1, 2004 the employee would be entitled to an additional 4 weeks, etc.

5.10.4 INTERMITTENT LEAVE
When medically necessary, you may be eligible to take FMLA Leave intermittently for your own serious health condition, the serious health condition of a spouse, child or parent or for military caregiver leave. You must make reasonable attempts to arrange leave to minimize disruption of the City's operations. Qualifying exigency leave may also be taken intermittently; however, leave due to the birth or placement of a child for adoption or foster care may not be taken intermittently and must be completed within a 12-month period from the date of birth or placement of the child and requires the City Manager's approval.
5.10.5 NOTICE OF LEAVE
You should not use FMLA Leave to circumvent your department’s leave request procedure. To request FMLA Leave, contact Human Resources 30 days in advance of when you want the leave to begin. In case of an emergency, contact Human Resources as soon as is practical. Supervisors also have a responsibility to notify Human Resources if they are aware of an employee with a medical condition who may be eligible to be placed on FMLA Leave. Failure to provide timely notice may result in a delay in the start of your leave. Within five business days of your leave request, Human Resources will notify you if the leave will be designated as FMLA Leave.

5.10.6 CONCURRENT LEAVE
When taking FMLA Leave for your own serious health condition, you are required to use accrued paid leave (sick leave, compensatory time and vacation) before going on unpaid leave status. The City recognizes that employees may need to take time, under this policy, to care for a seriously ill spouse or family member. Your supervisor may require you to return to work if you use the leave for unrelated activities such as working a second job, or any other activity not related to caring for a family member during regularly scheduled Midvale City working hours.

5.10.7 WORKER’S COMPENSATION LEAVE
An absence from work due to an on-the-job injury or illness, which qualifies as a worker’s compensation absence also qualifies as an FMLA absence.

5.10.8 PAID LEAVE DURING FMLA LEAVE
You are required to use accrued vacation, comp-time, or sick leave during a FMLA leave according to the provisions of the City’s sick and annual leave policies. Consistent with sick leave policies, sick leave may only be used to care for the medical needs of you or another qualified individual, as defined in the Family Medical Leave Act. In all other situations, leave without pay will apply.

5.10.9 MAINTENANCE OF BENEFITS
The City will continue health benefits (medical and dental insurance coverage) for benefit-eligible employees during any paid FMLA leave on the same basis as for active employees.

The regularly deducted premiums due for medical and dental coverage during periods of unpaid FMLA leave will be collected according to existing procedures for premium payment during an approved leave without pay. Employees will be contacted by Human Resources regarding provisions for payments. If you fail to make payments for your portion of the insurance premiums in a timely manner, the City may terminate those benefits.
The flexible spending account ("FSA") program is governed by specifications of the FSA plan. Human Resources will inform employees regarding payment provisions for continuation of the FSA plan during FMLA leave.

Under circumstances where you fail, without cause related to any medical condition, to report back after the leave ends, you may be required to reimburse the City for the health insurance premium costs paid on your behalf during the entire period of the leave.

5.10.10 MARRIED COUPLES WORKING FOR MIDVALE CITY

If you and your spouse both work for Midvale City, the total number of weeks of FMLA leave to which both employees are entitled will be limited to 12 weeks during any leave year if the leave is taken (1) for the birth of a child, (2) for the placement of a child for adoption or foster care, or (3) to care for a parent with a serious medical condition. Each employee would then be entitled to the difference between the amount of leave taken for the above-mentioned reasons and 12 weeks. Likewise, the total number of weeks of leave to which both employees are entitled will be limited to 26 weeks during a single 12-month period if the leave is taken for (1) Military Caregiver Leave, or (2) a combination of Military Caregiver Leave and leave taken for the birth or placement of a child for adoption or foster care or to care for a parent with a serious medical condition. For example, you and your spouse both take six weeks off for the birth of your child. Those 12 weeks are the maximum combined total you and your spouse can take for the birth of a child. Each employee would then have six remaining weeks of FMLA leave available in the year.

5.10.14 RETURN FROM LEAVE

Upon return from FMLA leave, you will be restored to your original position or an equivalent position if the original position is not available. Upon returning from leave for your own serious health condition, you may be required to provide a Fitness for Duty (FFD) certification signed by a health care provider. Failure to provide a FFD certification may delay your return to work. In addition, the City may take any personnel action/decision that would have happened if you had continued to work while you are on FMLA leave.

If you have any questions regarding FMLA leave, please contact Human Resources.

5.11 PARENTAL LEAVE

1) Employees who are eligible for FMLA leave are entitled to receive up to 2 weeks (80 Hours) of consecutive paid leave due to the birth, adoption or foster care of a child. They may take up to 2 weeks of paid leave to care for and bond with the child.

2) Parental leave will start on the date of the child’s birth or, in the case of adoption or foster care, the date the child is placed in the employee’s home.

3) Employees will report the pending birth or adoption of a child to their supervisor as soon as practicable.
4) Parental leave will run concurrently (during the same period of time) with FMLA and Short-Term Disability (if applicable).

5) Parental leave is limited to 2 weeks per 12-month rolling period. **If additional leave is needed, employees must refer to FMLA—policy for options for the additional leave.**

5) Employees seeking parental leave must:
   - Complete parental leave request form and provide applicable documentation.
   - Complete FMLA paperwork as per the FMLA policy.
   - File a Short-Term Disability claim (if applicable)

### 5.14.12 LEAVE WITHOUT PAY

Employees are advised to accumulate leave to have available for unexpected reasons such as vacation opportunities, family events, injury or illness. Employees that have not kept adequate leave balances sometimes want to take leave without pay. The use of unpaid leave may indicate that the employee’s workplace absenteeism is excessive and, therefore, leave without pay is discouraged.

The City may terminate insurance benefits during any leave without pay exceeding one full pay period. Vacation time and sick leave will be prorated based on the hours worked for the pay period when leave without pay is used.

Leaves of absence without pay may be granted by a Department Head for the following reasons only:

- Military Leaves of Absence
- Eligible leave covered under the Family and Medical Leave Act or the Americans with Disabilities Act
- Other medical absences of less than five working days when the Department Head determines that absence will not adversely impact operations
- Temporary leaves of absence to mitigate budget shortfalls
- Jury duty and witness leave
- Disciplinary action
- Previously scheduled commitments of new employees that are agreed to at the time of job offer.

Employees who exhaust all eligible leave and are unable or unwilling to work may be terminated. Any leave without pay must be approved in writing by the Department Head.
5.12.13 ADMINISTRATIVE LEAVE WITH PAY

Administrative leave with pay may be granted with prior approval of the City Manager or designee under the following circumstances:

- Pending the outcome of an investigation to determine possible disciplinary action against the employee.
- With regard to incidents resulting in extreme stress.

Any employee placed on administrative leave with pay must be available and responsive to their Supervisor or Department Head during regular business hours.

5.13.14 LEAVE OF ABSENCE

Under special circumstances, employees may find it necessary to request leave without pay for a reason other than family or medical leave.

Full-time employees who have successfully completed their probationary period are eligible to request leave as described in this policy.

Eligible employees may be granted a period of up to 30 consecutive calendar days on a rolling year basis. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 60 consecutive calendar days.

Eligible employees interested in a leave of absence must submit a written request to their Department Head detailing the nature of the leave.

Requests for leave of absence will be considered based on criteria such as the nature of the request, the impact to the organization, and the benefit to the employee and/or the City. The City does not grant a leave of absence without pay unless it is believed the employee will return to City employment at the end of the leave.

Prior written approval will be obtained from the employee’s Department Head and the City Manager.

During an approved leave of absence, an employee is required to use any applicable and available paid leave before the commencement of any leave of absence without pay.

1) Once the employee has exhausted all his or her applicable leave benefits, they will no longer continue to accrue vacation, sick leave, holiday leave, and other City benefits during the approved leave of absence period, unless provided for under state or federal guidelines.

2) Accrued leave must be used during an approved leave of absence in order to maintain City provided benefits. If an employee has no accrued leave, all benefits will be discontinued until the employee returns to work. Insurance benefits may be continued if the full premium is paid by the employee.
3) At the completion of an approved leave of absence, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified, or in accordance with any leave agreement(s). However, the City cannot guarantee reinstatement in all cases and is under no obligation to hold a specific job.

4) If an employee fails to report to work promptly at the expiration of the approved leave period, the City will assume the employee has resigned.

5.44.15 TIME OFF TO VOTE
The City encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their non-working hours, their Department Head may grant a reasonable amount of paid time off, up to two hours, for employees to vote. Employees should request time off to vote from their supervisor at least two working days prior to the election day. Advance notice is required so the necessary time off can be scheduled to minimize disruption of work schedules and operations.