

CITY PROPOSAL – PERSONAL LEAVE

City Proposed Language:

10.2.13 Personal Leave. Each full-time employee shall be entitled to a total of twenty-four (24) hours per payroll calendar year. Such leave may be scheduled in fifteen minute increments, at any time, subject to approval of the supervisor. Personal leave does not accrue. Any such leave not taken by the date of separation for employees separating during the year, or by the end of the last pay period in the calendar year for other employees, shall not be paid out nor carried over to subsequent years. Under no circumstances, such as promotion, transfer, and/or rehire, shall an employee receive more than 24 hours of Personal Leave in any given calendar year.

10.2.13.1 Full-time employees hired on or after July 1st shall be entitled to only twelve (12) hours of personal leave in the first payroll calendar year in which they were hired.

10.2.13.2 Each benefited part-time employee shall be entitled to annual personal leave of twelve (12) hours per year except that, in the first payroll calendar year of employment, employees hired before July 1st will get twelve (12) hours of annual personal leave and employees hired on or after July 1st will get six (6) hours of annual personal leave.

10.2.13.3 Effective the first pay period of payroll calendar year 2022, an employee on a reduced work week schedule will receive personal leave as indicated in the chart below, even if the actual hours worked exceed that amount.

<u>Scheduled Work Hours per Week</u>	<u>Benefit Level</u>	<u>Hours of Personal Leave</u>
<u>35-39.9 hours per week</u>	<u>100%</u>	<u>24 hours</u>
<u>30-34.9 hours per week</u>	<u>75%</u>	<u>18 hours</u>
<u>25-29.9 hours per week</u>	<u>62.5%</u>	<u>15 hours</u>
<u>20-24.9 hours per week</u>	<u>50%</u>	<u>12 hours</u>
<u>Less than 20 hours per week</u>	<u>Unbenefited</u>	<u>None</u>

10.2.13.4 Effective the first pay period of payroll calendar year 2022, an employee who is promoted or demoted into an MEF-represented classification will have the number of Personal Leave hours they receive upon promotion or demotion reduced on an hour-for-hour basis based on their usage of Personal Leave and/or Executive Leave within the same payroll calendar year.