

2021 CITY OF SAN JOSE – ALP NEGOTIATIONS

CITY PROPOSAL– EXECUTIVE LEAVE

29.1 Employees will receive forty (40) hours of executive leave per payroll calendar year with supervisor approval. Forty (40) additional hours may be available, upon City Attorney approval, for recognition of outstanding performance as part of the Management Performance Program. Executive leave that is not used by the end of the payroll calendar year does not accrue or carry over to the following year.

29.2 Effective the first pay period of payroll calendar year 2022, when an employee is hired or promoted into a position eligible for executive leave, the leave will be prorated during the first year dependent upon the hire date.

<u>Start Date in Position</u>	<u>Hours of Executive Leave</u>
<u>January 1 – February 28</u>	<u>40 hours</u>
<u>March 1 – April 30</u>	<u>32 hours</u>
<u>May 1 – June 30</u>	<u>24 hours</u>
<u>July 1 – August 30</u>	<u>16 hours</u>
<u>September 1 – October 30</u>	<u>8 hours</u>
<u>October 31 – End of Payroll Calendar Year</u>	<u>0 hours</u>

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

29.3 Effective the first pay period of payroll calendar year 2022, an employee on a reduced work week schedule will receive executive 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 Executive Leave</u>
<u>35-39.9 hours per week</u>	<u>100%</u>	<u>40 hours</u>
<u>30-34.9 hours per week</u>	<u>75%</u>	<u>30 hours</u>
<u>25-29.9 hours per week</u>	<u>62.5%</u>	<u>25 hours</u>
<u>20-24.9 hours per week</u>	<u>50%</u>	<u>20 hours</u>
<u>Less than 20 hours per week</u>	<u>Unbenefited</u>	<u>None</u>

29.2 When an employee is hired into a position eligible for executive leave, the leave may be prorated during the first year dependent upon the hire date.

29.429.3 Executive leave is not an accrued benefit and unused leave does not carry over from year-to-year.

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| [29.529.4](#) The City Attorney shall administer executive leave in accordance with the City's Executive Leave and Absence policy, as set forth in Section 4.2.4 of the City Policy Manual in effect on the Effective Date.

| [29.629.5](#) Reimbursement/contribution is prorated for part-time employees based on hours scheduled as follows:

- 30 – 39 hours = 75%
- 25 – 29 hours = 62.5%
- 20 – 24 hours = 50%
- Less than 20 hours = none