

Use of Accruals by Type of Extended Leave

This is a summary of policy outlined in the various MOUs. Current City Policy and MOUs supersede any information shown below.

Reason for Leave	Birth/Pregnancy Disability Leave	Baby Bonding, adoption, or placement	Own Serious Health Condition	Care for an Ill Family Member/ Designated Person	Worker's Compensation Integration Period
Required Use of Hours To be used in order and must be exhausted before use of other accruals EXCEPT when waived as noted**	Sick Leave**	Vacation*	Sick Leave** Vacation**	Sick Leave** Vacation	Vacation Comp Time Sick Leave
Optional Use of Hours No priority order. Employee can choose order of use and/or combination. Not required to exhaust.	Vacation Executive Personal Comp Time	Paid Parental Leave** Up to 120 hours Sick*** Executive Personal Comp Time	Executive Personal Comp Time	Executive Personal Comp Time	N/A**
General Notes	<p>**Requirement to use Sick is waived if an employee is receiving wage replacement benefits, such as Long Term Disability (LTD)</p> <p>Employees receiving LTD should read the Certificate about Deductible Income which will offset an LTD payment.</p>	<p>*The requirement to use vacation is waived if an employee is eligible and opts to use Paid Parental Leave. The requirement to use vacation resumes following use of Paid Parental Leave.</p> <p>**This is part of the City-Paid Parental Leave Policy. Eligibility must be verified prior to use.</p> <p>***Up to 120 hours of Sick leave is allowable ONLY if eligible for and used as part of the City-Paid Parental Leave Policy. Outside of that program, Sick CANNOT be used for Baby Bonding.</p>	<p>**Requirement to use Sick & Vacation is waived if an employee is receiving wage replacement benefits, such as LTD</p> <p>Employees receiving LTD should read Certificate about Deductible Income which will offset an LTD payment</p>	<p>Special Note RE: Sick Leave ** An employee may elect to use accrued sick leave pursuant to the terms and conditions under the applicable MOA or Benefit & Compensation Summary for Management/Professional Employees. An employee who wants to use sick leave must indicate the amount and use sick before other paid leaves. CANNOT switch between sick and vacation use. When an employee opts not to use accrued sick leave, THEN the employee MUST use and exhaust all accrued vacation leave.</p>	<p>Pursuant to terms and conditions under the applicable MOA or Benefit & Compensation Summary for Management/Professional Employees.</p> <p>An employee may choose to substitute pay with Sick Leave for the first 3 days of absences during disability waiting period.</p> <p>**Other paid leave such as Personal/Executive are not eligible for use during WC Integration.</p>

Notes:

- Unpaid Furlough, Bereavement, Jury Duty, Witness and other paid leave that is intended to replace wages for an employee who is missing work CANNOT be used while on leave.
- Part Time Unbenefited employees who do not have regularly scheduled hours and/or provide their availability for the department to provide hours are not eligible to use sick leave once the employee provides notice that they are unable to work since they would not have any future scheduled hours.
- Employees on leave for other reasons not noted above should refer to the applicable Memorandum of Understanding (MOU) to determine use of paid/unpaid leave.