

Personnel Regulations (2023) Original

5.32 PERSONAL LEAVE ACCRUAL RATES Personal leave will accrue at the following rates:

- ◆ during the 1st and 2nd year of service15 days per year
- ◆ during the 3rd, 4th, and 5th year of service 21 days per year
- ◆ during the 6th year of service and thereafter24 days per year.

The Finance Office maintains records for each employee as to the amount of annual leave accrued and used by each employee. A day of leave is defined as eight hours for a full-time regular employee or the number of hours equal to the average “day” for a part-time regular employee.

5.35 PERSONAL LEAVE REQUIREMENTS At least 80 hours of leave must be taken by June 30 of each fiscal year by a full time employee and at least one half of the leave time accrued by a part-time employee, except the first year of employment. It is the responsibility of the department head to insure that work is conducted and personal leave time scheduled taking into consideration the mission of the City. Leave requests, whenever possible, shall be authorized as closely as possible to the employee’s request. It is the responsibility of the employee to make such leave requests with advance notice so the department head can make proper schedule arrangements. The longer the employee wishes to have off, the more advance notice must be given to the department head.

Accrued and unused personal leave may be carried over from one year to the next for the purpose of accumulating a Personal Leave Reserve; however, on June 30 of any year an employee may not have more than 480 hours leave to his/her credit. At this time the payroll technician will delete all hours accrued over 480 hours. Hours in excess of 480 may be waived by the department head to be used the following year if it was not feasible for the City to approve a requested leave. A waiver cannot be given in consecutive years.

5.37. LEAVE CASH-OUT Upon written request, employees shall be permitted to cash out accrued personal leave up to two times in a fiscal year provided the request is made fourteen (14) days in advance of the next payroll action. There shall be no cash-out of accrued personal leave which would reduce the employee’s accrued personal leave below a balance of forty (40) hours.

Personal leave that is cashed out will not reduce the amount of mandatory personal leave that must be taken under section 5.35. (Res. No. 2022-25, 12/2022)

Personnel Regulations Suggested Changes

5.32 PERSONAL LEAVE ACCRUAL RATES Personal leave will accrue at the following rates:

- ◆ during the 1st and 2nd year of service 21 days per year
- ◆ during the 3rd, 4th, and 5th year of service 27 days per year
- ◆ during the 6th, 7th, 8th, and 9th year of service..... 30 days per year.
- ◆ during the 10th year of service and thereafter 33 days per year.

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Accrued and unused personal leave may be carried over from one year to the next for the purpose of accumulating a Personal Leave Reserve; however, on June 30 of any year an employee may not have more than 480 hours leave to his/her credit. At this time the payroll technician will delete all hours accrued over 480 hours. Hours in excess of 480 may be waived by the department head to be used the following year if it was not feasible for the city to approve a requested leave. A waiver cannot be given in consecutive years.

5.37. LEAVE CASH-OUT Upon written request, employees may be permitted to cash out accrued personal leave under extreme emergencies as approved by the City Manager. There shall be no cash-out of accrued personal leave which would reduce the employee’s accrued personal leave below a balance of forty (40) hours.