

## LINCOLN PARISH POLICE JURY LEAVE POLICY

After careful review of other agency policies, we found it best to evaluate our leave policies to maximize the employee benefits offered to all current and any future employees. Below you will find the current policy for leave which includes earned vacation/sick leave based on years of service, funeral leave and civil leave. You will find a proposed change for each policy with the changes in bold print, underlined, and highlighted in gray.

### 305 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and to conduct personal business. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular, full-time employees available for work.

Employees shall earn/accrue vacation time each pay period based on the years of service as described in the table below. The amount of paid vacation time employees receives each year are available for use at 6 months for employees in their first year and January 1 of said calendar year beyond year one.

**CURRENT** – Upon termination of employment, employees will be paid for unused vacation time that they are eligible for according to policy.

**NEW-** Upon termination of employment, only earned/accrued vacation time that has not been used will be considered for payment by the Police Jury. However, if the Employee is terminated or resigns and has used vacation time that has not been earned, the unearned hours will be deducted from the Employee’s final paycheck.

Current Vacation		
1-3 years	(5 days)	(40 Hours)
4-5 years	(10 days)	80 Hours
6 years	(11 days)	(88 Hours)
7 years	(12 days)	(96 Hours)
8 years	(13 days)	104 Hours)
9 years	(14 days)	136 Hours)
10 years	(15 days)	120 Hours)
11 years	(15.5 days)	124 Hours)
12 years	(16 days)	128 Hours)
13 years	(16.5 days)	132 Hours)
14 years	(17 days)	136 Hours)
15 years	(17.5 days)	140 Hours)
16 years	(18 days)	144 Hours)
17 years	(18.5 days)	148 Hours)
18 years	(19 days)	152 Hours)
19 years	(19.5 days)	156 Hours)
20 years	(20 days)	160 Hours)

Proposed Vacation		
<b>6 mon.-1 yr.</b>	<b>(5 days)</b>	<b>(40 Hours)</b>
<b><u>2-5 years</u></b>	<b>(10 days)</b>	<b>(80 Hours)</b>
<b><u>6-10 years</u></b>	<b>(15 days)</b>	<b>(120 Hours)</b>
<b><u>11+ years</u></b>	<b>(20 days)</b>	<b>(160 Hours)</b>

**(EARNING VACATION LEAVE)**

\*\*Employees regularly working less than 40 hours per week but more than 30 hours, vacation will be pro-rated based on the number of hours normally worked per week.

The length of eligible service is calculated on the basis of a "benefit year." This is a 12-month period that begins when an employee is employed in a position which is eligible for vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

**CURRENT** - Paid vacation time can be used in minimum increments of four (4) hours.

**NEW-** Paid vacation time can be used in minimum increments of four (4) hours. Any other circumstance is subject to approval of the supervisor.

To take vacation, employees should request advance approval from their supervisors.

Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry no more than their normal yearly benefit forward to the next benefit year. If the total amount of unused vacation time reaches a "ceiling" equal to two times the annual vacation the excess will be credited to sick leave.

### 320 SICK LEAVE BENEFITS

The Police Jury provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Regular, full-time employees available for work

The amount of paid sick time employees receives each year increases with the length of their employment as follows:

Current Sick		
<del>1-3 years</del>	<del>(5 days)</del>	<del>(40 Hours)</del>
<del>3-4 years</del>	<del>(6 days)</del>	<del>(48 Hours)</del>
<del>4 years</del>	<del>(7 days)</del>	<del>(56 Hours)</del>
<del>5 years</del>	<del>(8 days)</del>	<del>(64 Hours)</del>
<del>6 years</del>	<del>(9 days)</del>	<del>(72 Hours)</del>
<del>7 years</del>	<del>(10 days)</del>	<del>(80 Hours)</del>
<del>8 years</del>	<del>(11 days)</del>	<del>(88 Hours)</del>
<del>9 years</del>	<del>(12 days)</del>	<del>(96 Hours)</del>
<del>10 years</del>	<del>(13 days)</del>	<del>(104 Hours)</del>
<del>11 years</del>	<del>(14 days)</del>	<del>(112 Hours)</del>
<del>12+ years</del>	<del>(15 days)</del>	<del>(120 Hours)</del>

Proposed		
<b>0-1 year</b>	<b>(5 days)</b>	<b>(40 Hours)</b>
<b>2-3 years</b>	<b>(7 days)</b>	<b>(56 Hours)</b>
<b>4-6 years</b>	<b>(10 days)</b>	<b>(80 Hours)</b>
<b>7-9 years</b>	<b>(12 days)</b>	<b>(96 Hours)</b>
<b>10 + years</b>	<b>(15 days)</b>	<b>(120 Hours)</b>

\*\*Employees regularly working less than 40 hours per week but more than 30 hours, sick leave will be pro-rated based on the number of hours normally worked per week.

Paid sick time can be used in minimum increments of one (1) hour for employees.

A doctor's excuse will be required if an employee misses more than two consecutive work days. For purposes of this policy, vacation, holidays, and weekends do not count as work days. An employee fraudulently obtaining sick leave shall be subject to disciplinary action.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of an immediate family member. For the purposes of this policy immediate family is defined as parent, spouse, child, or sibling.

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 before the scheduled start of their workday unless other arrangements have been made ahead of time.

Sick leave benefits will be calculated based on the employee's straight time pay rate at the time of absence times the number of hours the employee would have worked for a maximum of 8 hours and will not include any special forms of compensation, such as overtime.

Unused sick leave will be allowed to accumulate without limit for employees hired before January 1, 2008. **\*\*Employees hired on or after January 1, 2008, will be allowed to accumulate a maximum of 90 days of sick leave. \*\*** Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Misuse of sick leave benefits may result in disciplinary action. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment. Any accumulated unused, and unpaid sick and/or vacation leave may be converted to additional retirement benefit credit in accordance with the Parochial Employees' Retirement System.

### **325 FUNERAL LEAVE**

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

**CURRENT:** Up to ~~two days~~ of paid funeral leave, ~~in conjunction with the funeral~~, will be provided to eligible employees in the following classification(s): Regular, full-time employees available for work

**NEW:** Up to **three (3) days** of paid funeral leave, **within 90 days starting at the day of death**, will be provided to eligible employees in the following classification(s): Regular, full-time employees available for work.

**Employees may be asked to provide proof of death and/or relationship to deceased.**

Funeral pay is calculated based on the base pay rate at the time of absence times the number of hours the employee would otherwise have worked on that day for a maximum of eight hours and will not include any special forms of compensation such as overtime.

Approval of funeral leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

**CURRENT:** For the purposes of this policy, the Police Jury defines "immediate family" as the employee's spouse, parent, child, sibling, mother-in-law, father-in-law, brother or sister-in-law, grandparents and grandchildren.

**NEW:** For the purposes of this policy, the Police Jury defines "immediate family" as the employee's spouse, parent, child, sibling, mother-in-law, father-in-law, brother or sister-in-law, grandparents, **grandparents-in-law**, and grandchildren.

**Any other circumstance may be included if, in the opinion of Administration, the employee's presence would be appropriate given the nature of the individual relationship. Administration may grant additional time in cases involving extenuating circumstances or extreme traveling distances if requested. Additional time granted must be documented as some other form of excused absence besides funeral leave.**

### **330 CIVIL LEAVE**

Regular employees will be allowed time off without loss of pay for the following purposes related to our judicial system, as needed:

1. When called for performing jury duty in local, district, state, or federal court.
2. When subpoenaed or called before a court, public body or commission, or to give a deposition in matters strictly related to police jury business.

**CURRENT:** It is your responsibility to provide as much notice as possible to your supervisor. You will be expected to return to work after such duty if a reasonable amount of time remains during your regular work-day.

You'll be paid for regularly scheduled hours for a maximum of eight hours missed due to service listed above.

**NEW:** It is your responsibility to provide as much notice as possible to your supervisor. **Proof of summons and attendance is required.** You will be expected to return to work after such duty if a reasonable amount of time remains during your regular work-day.

You'll be paid for regularly scheduled hours for a maximum of eight hours/**day** missed due to service listed above.