



City of Meridian
Standard Operating Policy
Number 4.1

## Holidays

**Purpose:**

To set forth the policy regarding holidays observed by the City and related leave and compensation pertaining to holidays.

**Policy:**

The City shall provide paid holidays to all eligible employees who are in a paid status the day before and the day after the holiday. Represented Fire employees holiday benefits and related leave and compensation are covered under the collective labor agreement. Holiday pay will be equivalent to the employee's regular work schedule. Holiday pay will not be given to employees taking any unpaid leave time the day before or the day after a holiday. Holidays must be observed on the City's designated holiday; no individual exceptions will be made based on work schedule or other leave considerations. Eligible employees shall be granted up to eleven paid holidays per year. Emergency service personnel or others required to work on holidays shall be compensated for holiday hours as outlined in the Holidays Standard Operating Procedures.

This policy shall be implemented pursuant to the Holidays Standard Operating Procedures.

**Authority & Responsibility:**

Payroll shall work in conjunction with Human Resources to ensure proper tracking and payment of holiday hours for employees, including special arrangements for emergency service personnel or others required to work on holidays.



City of Meridian
Standard Operating Policy
Number 4.2

### Vacation Leave Benefits

**Purpose:**

To set forth the City's policy defining vacation leave benefits and eligibility requirements.

**Policy:**

Eligible City employees with the exception of directors and represented employees under the collective labor agreement shall accrue paid time off based on tenure with the organization or prior relevant experience. Employees may use accrued time off as per this policy at their discretion with appropriate authorization.

This policy shall be implemented pursuant to the Vacation Leave Benefits Standard Operating Procedures.

**Authority & Responsibility:**

Supervisors shall ensure appropriate coverage for the employee's absence and authorize paid vacation as appropriate so as to meet the needs of City operations. Payroll in conjunction with Human Resources shall ensure proper tracking and payment of vacation hours for employees.



City of Meridian
Standard Operating Policy
Number 4.2.1

### **Donation of Vacation Leave to Another Employee**

**Purpose:**

To set forth the City's policy to allow employees to donate their accumulated vacation leave to another employee that qualifies and has exhausted all of their available leave.

**Policy:**

The City shall allow an employee to donate their accumulated vacation leave to another employee to alleviate economic hardship caused by the absence from work necessitated by the qualifying event.

This policy shall be implemented pursuant to the Donation of Vacation Leave to Another Employee Standard Operating Procedures.

**Authority & Responsibility:**

Employees shall make appropriate requests for use of the donated vacation leave that can be used to supplement their regular pay while out on a qualifying leave after all their leave has been exhausted. . Human Resources shall be responsible for administering and interpreting this policy.



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Standard Operating Policy
Number 4.3

### **Sick Leave Benefits**

**Purpose:**

To set forth the City's policy regarding sick leave benefits for employees.

**Policy:**

All eligible employees will accrue sick leave benefits. Employees are expected to use sick leave in accordance with this policy and its related procedures. Represented Fire employees shall receive sick leave benefits per the collective labor agreement.

Any employee who abuses sick leave benefits will be subject to disciplinary action, up to and including termination.

This policy shall be implemented pursuant to the Sick Leave Standard Operating Procedures.

**Authority & Responsibility:**

Supervisors and department directors or designees shall be responsible to ensure the appropriate administration of this policy so as to prevent abuse of sick leave. Payroll in conjunction with Human Resources shall ensure proper tracking and payment of sick leave benefits for employees.



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Number 4.4

### **Family and Medical Leave**

**Purpose:**

To set forth the City's policy regarding Family and Medical Leave (FMLA).

**Policy:**

In conformance with the Family and Medical Leave Act of 1993, the City shall provide leave to eligible employees for qualified medical or family related reasons. This policy shall be implemented pursuant to the Family and Medical Leave Standard Operating Procedures.

**Authority & Responsibility:**

Human Resources shall be responsible for administering and interpreting this policy.



City of Meridian
Standard Operating Policy
Number 4.5

### **Bereavement Leave**

**Purpose:**

To set forth the City's policy providing paid Bereavement Leave for regular full-time employees.

**Policy:**

In the event of a death in the immediate family of an employee, the City allows regular full-time employees an absence from work with pay of up to five (5) consecutive workdays. Additional time off may be granted, utilizing the employee's accrued vacation time, consistent with the policies of the City. The employee shall notify his/her supervisor as soon as possible to schedule the use of this leave.

This policy shall be implemented pursuant to the Bereavement Leave Standard Operating Procedures.

**Authority & Responsibility:**

Immediate supervisor and department director or designee shall be responsible for administration of this policy.



City of Meridian
Standard Operating Policy
Number 4.6

### Civil Leave

**Purpose:**

To set forth the City's policy regarding employees with paid time to serve on juries or to testify in court.

**Policy:**

Leave will be granted to full-time non-exempt and exempt employees scheduled to work and are called to serve as a juror or witness for any federal, state, or local court of law. Part-time nonexempt and exempt employees shall qualify for paid leave if called to serve as a juror or witness for any federal, state, or local court of law during their scheduled work hours.

This policy shall be implemented pursuant to the Civil Leave Standard Operating Procedures.

**Authority & Responsibility:**

Employees shall notify their supervisor as soon as possible to coordinate use of Civil Leave. The Finance Director or designee shall oversee the processing of all requests for payment of time spent serving on a jury or to testify in court.



City of Meridian
Standard Operating Policy
Number 4.7

### **Military Leave of Absence**

**Purpose:**

To set forth the City’s policy regarding Military Leave of Absence in accordance with the Uniformed Services Employment and Reemployment Services Act of 1994 (USERRA), 38 USC 4301 – 4335, and applicable federal regulations and state laws.

**Policy:**

The City shall grant military leave of absence in accordance with USERRA and applicable federal regulations and state laws. Additionally the City shall provide a military differential pay benefit to make the employee’s paycheck whole during the leave period. An employee may request (1) use of accrued annual leave during a period of military leave of absence or, in the absence of a request, the employee will receive the City’s “military differential pay” benefit, but not both; and (2) Pursuant to 38 USC 4316 (b)/20 CFR 1002.149, the employee will remain on military leave of absence status for payroll purposes whether the employee requests use of accrued annual leave or receives the City’s “military differential pay” benefit. The employee is entitled to the non-seniority rights and benefits generally provided by the City to other employees with similar seniority, status, and pay that are on leave of absence.

This policy shall be implemented in accordance with the Military Leave Standard Operating Procedures.

**Authority & Responsibility:**

Human Resources shall be responsible for administering this policy.





City of Meridian
Standard Operating Policy
Number 4.8

### Leaves of Absence

**Purpose:**

To set forth the City's policy regarding leaves of absence.

**Policy:**

The City shall authorize leaves of absence at the discretion of the department director subject to workload and other reasonable considerations during the period of requested leave.

This policy shall be implemented pursuant to the applicable Leaves of Absence Standard Operating Procedures

**Authority & Responsibility:**

The department director shall be responsible for administering and authorizing any paid or unpaid leave of absence. Such decisions shall be communicated to Human Resources for coordinating the completion of proper forms.



City of Meridian
Standard Operating Policy
Number 4.8.1

### **Administrative Leave with Pay**

**Purpose:**

To set forth the City's policy regarding administrative leave with pay.

**Policy:**

The City shall authorize department directors to grant discretionary paid leave to employees for extenuating circumstances where the employees accumulated leave is unavailable or the director wants to provide an employee a positive reinforcement for work performed.

This leave can also be used as a non-disciplinary method to remove an employee from the workplace, without penalty, to facilitate in the general operation of the City or to allow for an investigation of a pending complaint.

The City recognizes that all situations deserve individual scrutiny. Therefore, this policy is intended as a guideline to the department directors to grant Administrative Leave with Pay to employees when the employee's own accumulated leave is inadequate or unavailable.

The City further acknowledges that the department directors should have the discretion, authority, and ultimate responsibility for the operations of their respective departments. Exercising of this discretion should be done fairly, equitably, and with due concern to the responsibility that the City has to the taxpayers and the public. In the exercise of their discretion, the directors should have ability to recognize good performance and acknowledge the same by the ability to grant leave as a positive reinforcement tool. However, the overall efficiency of the operation of the department must be maintained.

The City also recognizes that occasional circumstances, such as an investigation may warrant the need to remove an employee from the work group for the benefit of the City or the employee. In these instances the employee may be better served by not being in the workplace and a penalty or punitive measure may not be appropriate at that time. This decision will be at the discretion of the Human Resources Director or in their absence their designee and department director, or designee with the advice and assistance of the City Attorney as needed.

This policy shall be implemented pursuant to the Leave with Pay Standard Operating Procedures.

**Authority & Responsibility:**

The department director shall be responsible for administering this policy unless required to consult with Human Resources pursuant to this policy as referenced above.



City of Meridian
Standard Operating Policy
Number 4.8.2

### Leave Without Pay (LWOP)

**Purpose:**

To set forth the City's policy regarding use of Leave Without Pay (LWOP).

**Policy:**

Leave Without Pay (LWOP) is not a right or entitlement for any City employee. Employees are expected to use all accrued paid time, vacation leave and sick leave appropriately so that LWOP does not occur. LWOP is not appropriate as a means to gain additional vacation leave or a substitute for excessive use of sick leave. LWOP is intended to be used for unforeseen circumstances that the employee could not have reasonably anticipated in advance. Employees will be required to exhaust all accrued paid time, vacation leave or sick leave, as appropriate, prior to the use of LWOP. Sick leave cannot be used as a substitute for vacation leave. LWOP is for a short duration, up to one work week of the employee for any given request. Employees shall not be allowed to have LWOP exceed three (3) work weeks or the equivalent number of days per calendar year. LWOP is allowed for Family Medical Leave Act of 1993 (FMLA) purposes pursuant to the City's FMLA policy.

This policy shall be implemented pursuant to the Leave Without Pay Standard Operating Procedures.

**Authority & Responsibility:**

Human Resources and Payroll are responsible to monitor LWOP and report violations to the department director or designee of the specific employee. Department Director or designee shall review the information provided and take corrective action, if warranted, within the pay period in which the leave occurred.



City of Meridian
Standard Operating Policy
Number 4.9

### **Paid Parental Leave (PPL)**

**Purpose:**

To set forth the City's policy regarding paid parental leave that is offered to eligible employees.

**Policy:**

The City recognizes that it is in a unique position to be a model for other government organizations. As such, in an effort to provide an opportunity for parents to bond and welcome a new child to their family, the City offers paid parental leave. Parental leave is available to regular full-time employees, regardless of gender.

This policy shall be implemented pursuant to the Paid Parental Leave (PPL) Standard Operating Procedures.

**Authority and Responsibility:**

Human Resources is responsible for the administration of this policy.



<b>City of Meridian</b>
<b>Standard Operating Procedures</b>
<b>Number 4.1</b>

## **Holidays**

### **Purpose:**

To set forth the City's procedures regarding the holidays observed by the City and related leave and compensation pertaining to holidays.

### **Procedures and Related Information:**

#### **I. Holidays**

A holiday is a day of exemption from work, granted to eligible employees as if they had actually worked. The City observes eleven (11) holidays with pay during the calendar year:

1. New Year's Day (January 1)
2. Martin Luther King, Jr's Birthday/Human Rights Day (3<sup>rd</sup> Monday in January)
3. President's Day (3<sup>rd</sup> Monday in February)
4. Memorial Day (Last Monday in May)
5. Juneteenth (June 19)
6. Independence Day (July 4)
7. Labor Day (1<sup>st</sup> Monday in September)
8. Veteran's Day (November 11)
9. Thanksgiving (4<sup>th</sup> Thursday in November)
10. Day after Thanksgiving
11. Christmas Day (December 25)

#### **II. Holidays must be observed on the City's designated holiday; no individual exceptions will be made based on work schedule or other leave considerations.**

#### **III. Holidays Occurring on Saturday or Sunday**

Generally, holidays falling on a Saturday are observed on the preceding Friday; those falling on Sunday are observed the following Monday. In celebrating the above holidays, all City offices and departments will be closed with the exception of those departments responsible for wastewater and emergency service.

#### **IV. Holiday Compensation for Shift or Compressed Workers**

- A. For employees working shifts of nine (9), ten (10), or more hours per day, a maximum of 10 holidays per calendar year will be given at the employees scheduled work hours. Shift or compressed workweek employees are paid holiday pay at his/her assigned work schedule.
- B. Employees may not alter their assigned work schedule during a holiday week.

## V. Compensation for Holidays

- A. Non-Shift regular full-time employees are paid for eight (8) hours of holiday pay for each holiday up to a maximum of ten (10).
- C. Part-Time, temporary and seasonal employees are only paid for hours worked.
- D. An employee who is assigned to work on a recognized holiday will be paid for hours worked on the holiday at the regular rate of pay holiday pay at straight time for his/her assigned work schedule. For example, if a non-shift employee is regularly scheduled to work on Wednesday, December 25, and is assigned to work three hours on that day, he/she would be paid for a total of eight (8) hours of holiday pay plus three (3) hours of straight time pay, for a total of eleven (11) hours of pay. If a shift employee is regularly scheduled to work on Wednesday, December 25, for their normal ten (10) hour shift, he/she would be paid for ten (10) hours of holiday plus ten (10) hours of straight time pay, for a total of twenty (20) hours of pay.

## VI. Holiday and Leave Status

- A. Employees who are on leave status (vacation, sick, personal, worker's compensation, military duty, FMLA, etc.) are not eligible for additional holiday pay. For example, if an employee is on vacation leave during the week of December 23 through December 27, that employee's pay would reflect four (4) days of vacation leave and one (1) day of holiday pay. Holidays falling within approved leave time will not be counted as part of the leave time.
- B. Holiday pay will not be given to employees taking any unpaid leave time the day before or the day after a holiday.
- C. Employees terminating their employment may not use accrued leave to extend their separation date for the purpose of receiving holiday pay or other benefits.

## VII. Represented Fire Employees

Holiday leave for represented Fire employees shall be governed by the provisions of the collective labor agreement.



City of Meridian
Standard Operating Procedures
Number 4.2

**Vacation Leave Benefits**

**Purpose:**

To set forth City’s vacation leave benefits and eligibility requirements. The City provides paid vacation leave as one of the many ways in which it shows its appreciation for employee’s loyalty and service.

**Procedures and Related Information:**

- I. Accrual Rates
  - A. Vacation accrues from the date of hire. Vacation hours accrue on a calendar month accrual period basis. The monthly accrual is based on length of service unless otherwise approved in accordance with the procedures. Monthly accrued vacation hours are posted to the employee’s vacation leave balance on payday and are available to use on the first day of the calendar month following the accrual period. An employee cannot use vacation hours for a particular calendar month in advance or during the period in which they are earned.
  - B. New Hires and re-hires with prior relevant experience, whose essential duties, responsibilities, knowledge, skills and abilities align with a specific job description can be credited for previous years of service with Department Director and Human Resources Director approval. The accrual rate shall be agreed upon prior to the conditional offer of employment to any applicant and will be effective upon hire. Credited years of service shall not exceed a one for one ratio.
  - C. The monthly accrual rate for employees, other than represented employees in the Fire department are as follows:

Length of Service	Monthly Accrual	Maximum Accrual Limit
0 - 2 Years	12.00 Hours	288 Hours
3 - 4 Years	12.50 Hours	300 Hours
5 - 6 Years	13.00 Hours	312 Hours
7 – 8 Years	13.50 Hours	324 Hours
9 – 10 Years	14.00 Hours	336 Hours
11 – 12 Years	14.50 Hours	348 Hours
13 – 14 Years	15.00 Hours	360 Hours
15 – 16 Years	15.50 Hours	372 Hours
17 – 18 Years	16.00 Hours	384 Hours
19 – 20 Years	16.50 Hours	396 Hours
21 – 22 Years	17.00 Hours	408 Hours

<b>Length of Service</b>	<b>Monthly Accrual</b>	<b>Maximum Accrual Limit</b>
23 – 24 Years	17.50 Hours	420 Hours
25 Plus Years	18.00 Hours	432 Hours

II. Accrued vacation hours may be carried over from one (1) calendar year to the next up to a two (2) year cap from the employee’s maximum annual accrual limit. Any excess over the two (2) year cap will cease to accrue until hours have been taken.

A. Regular Full-Time Employees

Eligible employees in this group would be eligible to use vacation leave once hours have been accrued following standard department approval processes. Director use of vacation leave is in accordance with Director Benefits Program and related Policy and Procedures, number 5.5.

B. Law Enforcement and Represented Employees under the Collective Labor Agreement.

1. Police and represented employees have a one (1) year introductory period and may not use vacation leave benefits during the first year of employment unless approved by the Chief.
2. Vacation leave accruals for represented employees in the Fire Department shall be governed by the provisions of the collective labor agreement. Refer to the union contract for breakdown of schedule.

C. Temporary, Seasonal, and Part-Time Employees

Seasonal, temporary, and part-time employees are not eligible for vacation leave benefits.

III. Vacation Leave Approval

Approval for vacation leave must be pre-approved (except for those provisions under FMLA) by the employee’s supervisor or department director as necessary so scheduling of work can be accomplished.

IV. Other Leave Provisions

- A. Employees who leave the City’s employment are paid all vacation leave accrued up to the time of separation. Employees separating from their employment may not use accrued leave to extend their separation date for the purpose of receiving holiday pay or other benefits.





City of Meridian
Standard Operating Procedure
Number 4.2.1

## Donation of Vacation Leave to Another Employee

### Purpose:

To set forth the City's procedures regarding donation of vacation leave to another employee.

### Procedures and Related Information:

#### I. ELIGIBILITY

- A. All regular full-time employees are eligible to receive benefits from the pool. Employees must exhaust all of their eligible sick and vacation leave before being eligible to use any donated leave. Employee must have been absent from the workplace for a minimum of thirty (30) days continuously or sixty (60) day intermittently before they are eligible to receive any donated time.

#### II. ALLOWABLE USE

- A. Employees may donate some or all of their accumulated vacation leave to be used by a designated employee with qualifying event. The donated hours will be added the requesting employee's sick leave balance.
- B. Hours may be available to employees upon written request from the employee to the Human Resources Director.
- C. The Human Resources Department shall seek donation of hours from employee's department first and then may seek additional hours up to the maximum allowed by this policy from all employees.

#### III. QUALIFYING EVENT

- A. Employees experiencing a significant event that removes them from the workplace, or limits their ability to work should contact Human Resources to determine eligibility.
- B. Qualifying event will be defined by the FMLA Regulatory Guidelines other than the time period of eligibility service requirement.
- C. Human Resources may request additional information, supporting documentation supporting documentation to determine eligibility.

#### **IV. OTHER PROVISIONS**

A. As allowed by law, a second medical opinion may be required.



City of Meridian
Standard Operating Procedures
Number 4.3

## Sick Leave Benefits

### **Purpose:**

To set forth the City's procedures regarding sick leave benefits for employees.

### **Procedures and Related Information:**

#### I. Sick Leave Accrual

- A. Sick leave benefits are designed to provide income protection for employees in the event of illness, injury, or disability. Sick leave benefits are provided to regular full-time employees at the rate of eight (8) hours per month, hours may accumulate up to ninety (90) days or seven hundred and twenty (720) hours, and then sick accruals will cease until hours have been taken.
- B. Sick leave accrues from the start of employment based on anniversary date. An employee is eligible to use sick leave after one (1) month of employment.
- C. Sick leave hours accrued for a particular month cannot be used in advance, or during the month they are to be earned. Sick leave must be accrued and added to the employee's sick leave bank prior to being used.

#### II. Allowable Uses of Sick Leave

- A. Accrued sick leave hours may be used for
  1. Personal illness (including maternity related or medical disability);
  2. Personal injury;
  3. Illness or quarantine of employee's immediate family necessitating the employee's absence from work. (Immediate family is defined as anyone who resides with the employee and who depends upon the employee for regular care);
  4. Personal medical related appointments, including annual wellness exams, counseling, dental check-up, etc.;
  5. Provisions under the Family and Medical Leave Act (FMLA) that provide leave to certain employees who qualify in regards to themselves or providing care to others. Employees should contact the Human Resources office for further details.

NOTE: Employees may qualify as a primary care provider under certain conditions in FMLA. Please contact Human Resources to discuss eligibility and necessary documentation.

B. Abuse of Sick Leave

1. Sick leave may be used as allowed in these procedures, but for no other purpose.
2. Examples of sick leave abuse may include, but are not limited to, a pattern of sick leave being taken on days preceding or following weekends, holidays or vacation leave. Sick leave may not be taken as additional or as a substitute for vacation leave.
3. Supervisors and department directors or designees shall be responsible to ensure the appropriate administration of sick leave use.
4. Excessive use of sick leave that causes loss of individual or work group productivity should be documented by the supervisor and may be grounds for disciplinary action, up to and including termination.
5. Any falsification of sick leave use may result in disciplinary actions, up to and including termination.

III. Notification Requirements

- A. An employee who is unable to report to work because of a qualified use for sick leave must notify his/her supervisor at least one half ( $\frac{1}{2}$ ) hour prior to his/her work shift or (if in the case of an accident or emergency) as soon as possible. An employee's needing consecutive sick leave must notify his/her supervisor each day of his/her absence, unless otherwise approved.
- B. Paid sick leave of three (3) consecutive days or more will not be approved without submission by the employee to his/her supervisor, upon return to work of a written signed confirmation from a health care provider stating that the employee was unable to perform his/her duties. Supervisors must forward a copy of the confirmation to Human Resources. In some circumstances and employee may be required to provide additional documentation that the employee is able to perform his or her duties. An employee may be required to provide medical documentation prior to the use of three (3) consecutive days of sick leave to ensure compliance with the provisions of this policy and the Family Medical Leave Act.
- C. Employees must accurately and timely record all sick leave used on their timecard in the appropriate payroll period.

IV. Other Leave Provisions

- A. An employee who is on workers compensation will continue to accrue sick leave benefits.

- B. An employee on unpaid personal leave for more than one half of the work week will not accrue any sick leave benefits while on leave.
- C. At the time of separation of employment with the City, all accrued sick leave shall be forfeited and shall not be paid. Such forfeited sick leave shall not be reinstated upon an individual who may be rehired by the City, except for layoffs.
- D. Seasonal, part-time, and/or temporary employees are not eligible for sick leave benefits.
- E. Sick leave provisions for represented Fire employees shall be governed by the provisions of the collective labor agreement.



<b>City of Meridian</b>
<b>Standard Operating Procedures</b>
<b>Number 4.4</b>

## **Family and Medical Leave**

### **Purpose:**

To set forth the City's Family and Medical Leave (FMLA) procedures in conformance with the Family and Medical Leave Act of 1993.

### **Procedures and Related Information:**

#### I. Leave Purposes and Benefits

- A. In order to comply with FMLA, eligible employees are entitled to twelve (12) weeks of leave for the following reasons:
  - 1. The birth and placement for adoption or foster care of a child, within twelve (12) months of the birth or adoption.
  - 2. The serious health condition of a spouse, child, or parent.
  - 3. The employee's own serious health condition.
  - 4. The military leave of a spouse, child or parent.
  - 5. To care for a spouse, child or parent that is a military veteran with a serious health condition.
- B. For employees whose spouses are employed with the City, leave may be limited to a combined total of up to twelve (12) weeks of unpaid leave in a twelve (12) month period if the leave is taken for the birth of a child, placement of a child for adoption or foster care, or to care for a parent with a serious health condition.

#### II. Definitions

For purposes of these FMLA procedures, the following definitions shall apply:

- A. Eligible Employees - shall mean any person employed for at least twelve (12) months, and who has worked 1,250 hours or more during the twelve (12) months prior to the leave request.
- B. Child - shall include the biological, adopted, foster, stepchild, legal ward, or a child of an individual legally acting in the parent's stead. The child must be under the age of eighteen (18) unless he/she is incapable of self-care because of physical or mental disability.

- C. Spouse - means a husband or wife as defined and recognized under Idaho State law for purpose of marriage.
  - D. Parent - means biological parent or an individual who stands or stood in place of a biological parent. This term does not include parents-in-law.
  - E. Serious Health Condition - means an illness, injury, impairment, or physical or mental condition involving either inpatient care or continuing treatment by a health care provider.
  - F. Twelve (12) month period - means a “rolling” twelve (12) month period, measured backward from the date an employee starts his/her FMLA approved leave.
  - G. Certification - means a statement by a health care provider which includes:
    - 1. The date on which the serious health condition began.
    - 2. The probable duration of the condition.
    - 3. Appropriate medical facts regarding the condition.
    - 4. A statement that the employee is needed to care for a spouse, child or parent, along with the estimated length of time; or
    - 5. That the employee is unable to perform his/her duties.
    - 6. In the case of intermittent leave, the dates and duration of treatment to be given.
- III. The certification notice must be provided within fifteen (15) days from the date it is requested by the City. The City may, at its expense, obtain an opinion from a second health care provider (of the City’s choosing) or third health care provider (chosen jointly by the employee and the City).
- IV. Notice and Confirmation of Leave  
An eligible employee must notify the City of the need to request FMLA leave under this policy no later than thirty (30) days prior to the beginning date of such leave. In the event of an emergency, the employee must provide as much notice as is practical. In the event of leave for a serious medical condition or treatment which is foreseeable, employees are required to make a reasonable effort to schedule treatment so as to not unduly disrupt work operations and to provide the thirty (30) day notice; or such notice as is practical.
- V. Duration of Leave and Methods of Taking Leave
- A. An employee may be given up to a maximum of twelve (12) weeks for a leave under FMLA. However, in situations where the reason for leave is to care for a sick family member or for their own serious health condition, the employee may be permitted to

use up to the twelve (12) total weeks on leave on an intermittent basis or on a reduced workweek schedule, if it is medically necessary to do so.

- B. Under FMLA an employee may take reduced or intermittent leave when it is medically necessary to care for a serious health condition for his/her family member or for the employee's own serious health condition. Employees will be required to provide additional medical certification by a qualified health care provider that states this accommodation is medically necessary. The certification must specify how long the leave will be necessary. In the case of military leave, documentation of the military orders and sufficient documentation to establish the employee's relationship to the military service member will be required. Employees on reduced or intermittent leave may be required to transfer temporarily to an available alternative position with equivalent pay and benefits that can accommodate the recurring periods of leave or reduced work schedule.
- C. Intermittent or reduced leave to care for a newborn or newly placed adopted or foster care child may be approved by the City if the department director or designee can accommodate the work schedule.
- D. While on FMLA approved leave, the City may require that the employee periodically report his/her status and intention to return to work. The City may also require that an employee on FMLA approved leave obtain subsequent re-certification of a serious health condition.

#### VI. Benefits While on FMLA approved Leave

- A. Employees will be required to coordinate any available vacation and sick leave with workers compensation, short-term and long-term disability to make up the difference in salary before utilizing leave without pay. The paid leave will be counted toward the twelve (12) weeks of FMLA.
- B. Employees who do not have accrued leave time are eligible to take up to twelve (12) weeks of unpaid leave under FMLA, provided that the employee meets the definitions of eligibility.
- C. The City will continue health benefits for employees on FMLA approved leave up to twelve (12) weeks under the same conditions as if the employee had continued to work. Except in certain circumstances, if an employee does not return from a FMLA approved leave, he/she may be required to reimburse the City for their share of health premiums that were paid by the City on his/her behalf to continue his/her employee coverage(s) while on leave.
- D. For any period, an employee receives paid leave benefits, the City will deduct the employee's premium portion through payroll deductions. For unpaid leaves, employees will be required to make arrangements with the City to pay for his/her portion of the health, dental, and supplemental insurance premiums while out on leave.



## VII. Effect on Other City Benefits

- A. Employees on FMLA approved leave will not lose seniority or employment benefits. However, an employee who takes FMLA approved leave and moves into an unpaid status for at least one workweek will incur a reduction in their vacation and sick leave accruals.
- B. The City cannot cover all the details concerning FMLA procedures. Employees with questions should contact the Human Resources department for additional information.



City of Meridian
Standard Operating Procedures
Number 4.5

### **Bereavement Leave**

**Purpose:**

To set for the City's procedures regarding paid time off for regular full-time employees to address the needs of the employee upon the death of a member of the employee's immediate family.

**Procedures and Related Information:**

- I. In the event of a death in the immediate family of an employee, the City allows regular full-time employee an absence from work with pay of up to five (5) consecutive workdays. Additional time off may be granted, utilizing the employee's accrued vacation time consistent with the policies of the City. The employee shall notify his/her supervisor as soon as possible prior to the use of this leave.
- II. For purposes of this policy, immediate family shall be defined as current spouse, children, parents, in-laws, brother, sister, grandparents, or grandchild of the employee. In-laws are defined as a father, mother, or grandparents of current spouse, or sister and brother-in-law of the employee. Adopted, foster, or "step" relationships will be considered the same as any other family relationship
- III. Bereavement Leave provisions for represented employees in the Fire Department shall be governed by the provisions of the current collective labor agreement.



<b>City of Meridian</b>
<b>Standard Operating Procedures</b>
<b>Number 4.6</b>

## **Civil Leave**

### **Purpose:**

To set forth the City's procedures regarding employees with paid time to serve on juries or to testify in court.

### **Procedures and Related Information:**

- I. Leave will be granted to full-time and part-time non-exempt and exempt employees who are scheduled to work and called to serve as a juror or witness for any federal, state, or local court of law. Civil leave is not allowed in personal matters in which the employee is a litigant such as a petitioner, respondent, plaintiff, or defendant.
- II. Compensation for Civil Leave
  - A. Full pay will be given only when:
    1. The employee is required to serve as a juror or appear as a witness in a matter other than one personal to the employee.
    2. The employee serves on a day that would have been a regularly scheduled workday.
    3. Non-exempt employees will be paid for only the hours they were scheduled to work while on civil leave.
    4. Exempt employees will be paid their normal salary while on civil leave.
  - B. Court fees paid by the court and received by an employee including mileage reimbursement are not required to be remitted to the City.
- III. Notification Requirement
  - A. Employees are required to provide a copy of the court notification of civil duty when received to their supervisor.
  - B. Employees are required to correctly report civil duty on their timecard during the period served.
- IV. Other General Provisions

- A. Employees released from jury duty on a scheduled workday are required to immediately report to work. Failure to do so may result in disciplinary action up to and including termination.
- B. An employee who is directed to appear as a witness for the Federal government, State of Idaho, or to attend court or other official hearings or trials in connection with his/her official duties is not to be considered absent from duty.
- C. Employees requested to serve as a member of a jury are not to be considered absent from work.
- D. Represented Fire employees are provided Civil Leave in accordance with the collective labor agreement.



City of Meridian
Standard Operating Procedures
Number 4.7

## Military Leave of Absence

### Purpose:

To set forth the City's procedures regarding Military Leave of Absence in accordance with the Uniformed Services Employment and Reemployment Services Act of 1994 (USERRA), 38 USC 4301 - 4335, and applicable federal regulations and state laws.

### Procedures and Related Information:

- I. Employees who are called to active duty and enter military service or the reserves by commission, draft, or enlistment, on a voluntary or involuntary basis, shall be granted military leave of absence for that purpose and at the conclusion of such leave of absence shall be reinstated in accordance with USERRA and all applicable federal regulations and state laws.
- II. Pursuant to 20 CFR 1002.85, a service-member must provide advanced notice of service to Human Resources with the exceptions outlined in 20 CFR 1002.86, but is not required to provide orders to perform service. He/she must only provide orders for periods of service greater than 30 days upon his/her return from service as outlined in 20 CFR § 1002.121.
- III. During military leave of absence, an employee's benefit coverage will be the same as for any other employee on leave of absence. Medical coverage may be continued based on the provisions of USERRA. Employee's dependents may remain on the City's medical benefits program, when the employee is on active military duty, but they must pay the same premium amounts as if the employee were currently working for the City. This option may be continued for a period of time as set forth in 20 CFR 1002.164.
- IV. Employees may request use of any earned, accrued vacation leave during the military leave of absence if they wish; however, they are not obliged to do so. Accrued leave need not be exhausted prior to the start of the employee's leave period. Additionally, the City shall provide a "military differential pay" benefit to make the employee's paycheck whole during the leave period. An employee may request (1) use of accrued annual leave during a military leave of absence or, in the absence of a request, the employee will receive the City's "military differential pay" benefit, but not both; and (2) during a period of military leave of absence, the employee will remain on military leave of absence status for payroll purposes whether the employee requests use of accrued annual leave or receives the City's "military differential pay" benefit. Therefore, the City's military differential pay benefit does not include overtime, swing-up, or Kelly days or any other paid leave benefits. Employees are eligible for the City's "military differential pay" benefit up to twelve (12) months. Extensions beyond twelve months must be approved by the Mayor and City Council.
- V. To receive the "military differential pay" benefit, the employee must submit all military orders or proof of service as outlined in 20 CFR § 1002.121 - 123 to Human Resources for initiation of

proper paperwork. A copy of the military orders or proof of service shall be placed in the employee's personnel file, and related paperwork will be forwarded to Finance for processing.

- VI. Questions about these procedures and related policy should be directed to the Human Resources Director, or designee who shall have the responsibility for interpretation to assure similar treatment of employees on a citywide basis.



<b>City of Meridian</b>
<b>Standard Operating Procedure</b>
<b>Number 4.8</b>

### **Leaves of Absence**

**Purpose:**

To set forth the City's procedures regarding leaves of absence.

**Procedures and Related Information:**

- I. **Scope and Eligibility**  
These procedures apply only to those requested leaves, which are for a purpose other than, or ineligible under, FMLA. In addition, these leaves of absence and related procedures will apply in cases where all twelve (12) weeks of FMLA have been exhausted and an employee requests additional time off for a purpose ordinarily qualifying under the FMLA. Only regular full-time employees are eligible for a leave of absence under these procedures policy.
  
- II. An employee requesting a leave of absence must make the request in writing to his/her department director, who may approve the request subject to workload and other reasonable considerations during the period of requested leave for a period not to exceed thirty (30) days. Such decisions shall be communicated to Human Resources for coordinating and completion of proper paperwork. Prior to approval of a leave of absence request, employees must exhaust all accrued vacation leave; if the request is for an allowed use of sick leave, then all sick leave accrual must also be exhausted. A request for a leave of absence for a period exceeding thirty (30) days may only be granted by the Mayor, who will establish the terms upon review of the written request. Human Resources will coordinate the processing of a request for leave of absence exceeding thirty (30) days with the employee, the employee's department director, and the Mayor's Office.
  
- III. Due to fluctuating business needs, the City cannot guarantee re-employment upon return from a leave of absence. If an employee's position or a comparable position is not available, the employee's name shall be placed on a hiring list for six (6) months and will be considered for future vacancies for which the individual is qualified. After six (6) months, he/she will be required to re-apply like any other applicant.
  
- IV. The City will afford reasonable accommodation to qualified employees with a known disability or for an employee's religious beliefs.

- V. The City will also provide leave under particular circumstances as mandated by federal or state law, including but not limited to Military Leave. For information regarding Military Leaves of Absence refer to SOP 4.7.
  
- VI. While an employee is on a leave of absence, City benefits and paid leave accruals will stop. Employees may choose to pay the applicable premium to the City in order to maintain insurance benefits during the leave of absence; the employee shall contact the Human Resources office to make necessary arrangements for payment of insurance premiums.





City of Meridian
Standard Operating Procedures
Number 4.8.1

### Administrative Leave with Pay

**Purpose:**

To set forth the City's procedures regarding Administrative Leave with Pay.

**Procedures and Related Information:**

- I. Administrative Leave with Pay for other than investigative purposes for one day or less of the employee's normal work day shall be at the discretion of the department director.
- II. Administrative Leave with Pay for other than investigative purposes for more than the employee's normal work day, but not to exceed one (1) regular work week of the employee shall be at the discretion of the department director with the approval of the Human Resources Director.
- III. Administrative Leave with Pay for more than one (1) regular work week of the employee shall be at the discretion of the department director with the approval of the Human Resources Director and the Mayor.
- IV. Administrative Leave with pay for investigative purposes for any length of time shall be at the discretion of the Human Resources Director and in consultation with the City Attorney, and the Mayor, if warranted. Human Resources shall inform the department director of the employee(s) leave of absence status as necessary.
  - A. In some instances for investigative purposes it may be necessary to seek approval of the City Council for this leave. The decision to seek approval from the City Council shall be at the discretion of the Human Resources Director or City Attorney and the Mayor.



City of Meridian
Standard Operating Procedures
Number 4.8.2

## Leave Without Pay (LWOP)

### Purpose:

To set forth the procedures regarding use of Leave Without Pay (LWOP).

### Procedures and Related Information:

- I. Part-time, Temporary, Seasonal Employees
  - A. All part-time, temporary, or seasonal employees are eligible to request and receive this type of leave.
  - B. The request must be reviewed and approved by the department director or designee. LWOP can only be approved for one (1) work week at a time. Employees shall not be allowed to have LWOP exceed three work weeks or the equivalent number of days per calendar year.
  - C. LWOP forms are available on Human Resources Intranet Page. All department approved leave shall be submitted on the form and returned to Human Resources.
  - D. Using LWOP when it is not approved is subject to discipline up to and including termination.
  - E. Using LWOP for purposes of taking additional leave, other than what is protected by law, that creates a pattern of absence in the department director's estimation which is detrimental to job responsibilities and expected productivity or to the employee's work-group's responsibilities and expected productivity, may be subject to disciplinary action, up to and including termination.
- II. Regular Full-time Employees
  - A. If an employee has exhausted all accrued vacation leave, or sick leave if applicable, and needs additional time for unforeseen circumstances they must request LWOP from their immediate supervisor with an explanation of the need for LWOP and the duration.
  - B. The request must be reviewed and approved by the department director or designee. LWOP can only be approved for one (1) work week at a time. Employees shall not be allowed to have LWOP exceed three work weeks or the equivalent number of days per calendar year.

- C. LWOP forms are available on the Human Resources Intranet Page. All approved leave shall be submitted on the LWOP form and the form shall be returned to Human Resources.
- D. If the LWOP is approved then the employee's pay is reduced by the amount of hours of LWOP that is granted. LWOP will cause the employee's vacation and sick accruals to be reduced for that pay period. Each request for LWOP that meets or exceeds 50% of the employees' workweek will result in a loss of accrual of both vacation and sick leave of two (2) hours of each leave.
- E. If an employee is on LWOP status on the day before or after a City Holiday then they will not receive pay for the holiday either.
- F. Using LWOP for purposes of taking additional leave, other than what is protected by law, that creates a pattern of absence detrimental to job responsibilities and expected productivity or to the employee's work-group's responsibilities and expected productivity, may be subject to disciplinary action, up to and including termination.

### III. Unauthorized Leave Without Pay

- A. Employees are responsible to know whether they have adequate sick leave or vacation leave for any request for leave. Employees that use leave that hasn't been accrued at the time shall be subject to discipline.
- B. Using LWOP when it is not approved is subject to disciplinary action, up to and including termination.

### IV. Leave Without Pay Requests, Review, and Corrective Action

- A. Human Resources and Payroll are responsible to monitor LWOP and report violations to the department director or designee of the specific employee.
- B. Department Director or designee shall review the information provided and take corrective action, if warranted, within the pay period in which the leave occurred.



<b>City of Meridian</b>
<b>Standard Operating Procedure</b>
<b>Number 4.9</b>

## **Paid Parental Leave (PPL)**

### **Purpose:**

To set forth the City's procedures regarding paid parental leave that is offered to eligible employees.

### **Procedures and Related Information:**

#### I. Definition

Parental leave refers to paid time off following the birth of an employee's natural child or the legal placement of a child with an employee for the purposes of adoption. The maximum amount of paid parental leave, per eligible occurrence, is 480 hours (12 week equivalent). The 480 hours of paid parental leave may be used consecutively or intermittently but will run concurrently with the 12-week approved FMLA event.

#### II. Eligibility

- A. Coverage and Eligibility: An employee's eligibility for Paid Parental Leave shall be made based on the employee's months of service and hours of work as of the date of the qualifying life event. Employees who become parents via birth, adoption are considered Eligible Employees if:
1. Employee is classified as Regular Full Time.
  2. Employee must be eligible for Family and Medical Leave (FMLA) by being in pay status for at least 1,250 hours in the previous 12-month period.
  3. Eligibility determinations are made as of the date that the child is born or placed via adoption.
  4. If both parents are Eligible Employees, each may receive Paid Parental Leave. Both parents may take their leave simultaneously or at different times within the FMLA 12-week eligible period.
- B. Paid Parental Leave (PPL) provisions for represented employees in the Fire Department shall be governed by the provisions of the current collective labor agreement.

#### III. Certification of Eligibility for Parental Leave

- A. Eligible Employees shall be required to certify that they will use Paid Parental Leave to give birth to a child or will use Paid Parental Leave to care for or bond with a child.
- B. Employees may be required to submit documentation (if applicable) to Human Resources. Official documents may include but not limited to:

<u>Qualifying Event</u>	<u>Acceptable Documentation</u>
Adoption	<ul style="list-style-type: none"> <li>• Adoption Order</li> <li>• Proof of Placement</li> </ul>
Birth	<ul style="list-style-type: none"> <li>• Birth Certificate or Report of Birth</li> <li>• Custody Order</li> <li>• Proof of Placement</li> </ul>

- C. Documents provided must show the date of birth or date of placement, if placement was other than the date of birth. The name of the legal parent must appear on the birth certificate, a legal document establishing paternity or a legal document establishing adoption.

IV. Timecard Requirements:

- A. Eligible employees will account for paid parental leave hours using the “parental leave” column of the timecard. Eligible employees will also track FMLA hours in the “FMLA” column of the timecard, to run concurrently with the paid parental leave hours.