

Chapter 3: Leave; Section 4, Article D, Sick Leave and Personal Leave

PERSONAL LEAVE: (Update 1/1/2024)

The first 40 (forty) hours of Personal Leave bank shall be deemed "Paid Leave for All Workers Act" (PLAWA) pursuant to Public Act (P.A.) 102-1143. Personal leave will be paid at the regular rate of pay. Personal days may be taken only in such a manner, as it will not disrupt City operations.

Personal days are available for employees to be absent from work. Employees are required to give advance notice of seven days of any such need, or as soon as possible for unforeseeable need. Documentation or reason for use will not be required.

The personal leave accrual is based on a calendar year and is front loaded each year with the first full pay period after Jan 1, but available to use Jan 1. The leave accruals will be based on the following groups: 1) Non-Union full-time, 2) Non-union part-time, 3) Seasonal, and 4) POC's. Each group will receive the leave bank as follows: Group 1: Non-Union full-time, 40 hours of accrued time will be available after Jan 1 of each year. Group 2: Non-Union part-time, a prorated amount of 40 hours, based on percent of time, which is calculated by number of scheduled work hours for calendar year, will be available after Jan 1 of each year. Group 3: Seasonal, a prorated amount of 40 hours, based on % percent of time category, will be available after Jan 1 of each year. Group 4: POC's, a prorated amount of 40 hours, based on % percent of time category, will be available after Jan 1 of each year. Those employees covered by a collective bargaining agreement will be covered by their respective agreement.

New employees in each Group will receive accrual upon hire and will be available to use after the first 90 days of employment.

Employees may request use of personal leave designated as "PLAWA", with a seven-day advance notice, or as soon as possible for unforeseeable need. The request must be in a written form of communication and submitted to their supervisor or designee. Documentation or reason for use will not be required. When the leave request is designated "PLAWA" it may not be changed or altered to vacation, sick or comp leave after the use. The first 40 hours of personal leave requested will be deemed "PLAWA". Use of personal leave shall be taken in no less than 2-hour increments. Any personal leave granted not used within the calendar year period will not carryover and is forfeited.

Any personal leave hours in excess of the 40 hours designated as "PLAWA" do not carry over to next calendar year, accumulate, receive pay out or paid out upon termination, they are intended to be used in the calendar year in which they are received.