

Chapter 8 Leaves of Absence

Vacation

All regular full-time employees are eligible to accrue vacation according to the following schedule (unless noted differently in the respective collective bargaining agreement):

| Years of Service (date of hire) | Annual Accrual | |
|------------------------------------|----------------|------|
| | Hours | Days |
| 0-1 | 88 | 11 |
| Beginning of 2nd year | 96 | 12 |
| Beginning of 3 rd year | 104 | 13 |
| Beginning of 4 th year | 112 | 14 |
| Beginning of 5 th year | 120 | 15 |
| Beginning of 6 th year | 128 | 16 |
| Beginning of 7 th year | 128 | 16 |
| Beginning of 8 th year | 136 | 17 |
| Beginning of 9 th year | 136 | 17 |
| Beginning of 10 th year | 144 | 18 |
| Beginning of 11 th year | 144 | 18 |
| Beginning of 12 th year | 152 | 19 |
| Beginning of 13 th year | 160 | 20 |
| Beginning of 14 th year | 168 | 21 |
| Beginning of 15 th year | 176 | 22 |
| Beginning of 20 th year | 200 | 25 |

Regular, part-time employees will earn vacation on a prorated basis, up to the maximum accrual equal to a full-time employee accrual rate.

For new hires, the City Administrator may consider other years of experience for vacation accrual rates. All vacation requests are subject to the approval of the supervisor and department head. Unauthorized time off may be considered leave without pay and subject to discipline.

Vacation may be accrued up to the following maximum:

| Years of Service | Maximum Accumulation |
|------------------|----------------------|
| 0-5 | 120 hours |
| 6-10 | 180 hours |
| 11+ | 300 hours |

Non-Exempt employees—no vacation will be earned over the maximum allowable hours at any one time.

Exempt Employees—vacation may be earned over the maximum allowable hours during the calendar year. Any hours over that maximum must be used by the employee by December 31 of each year or it will be forfeited by the employee.

Sick Leave

All regular full-time employees are eligible to accrue sick leave at a rate of 96 hours per twelve-month period. Regular part-time employees will earn sick leave on a prorated basis, up to the maximum accrual equal to a full-time employee accrual rate. Sick leave may be accumulated to a maximum of 960 hours. Sick leave may be used as it is accrued in the smallest increment of time tracked in the City's payroll system, which is in 15-minute increments. No advance of sick leave will be allowed.

Employees can use their sick leave for reasons such as: the employee's mental or physical illness, treatment or preventive care; a family member's mental or physical illness, treatment or preventive care; absence due to domestic abuse, sexual assault or stalking of the employee or family member; closure of the employees' workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and when determined by a health authority or health care professional that the employee or family member is at risk of infecting others with a communicable disease.

Family includes the employee's spouse, or registered domestic partner; child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis; biological, adoptive or foster, parent, stepparent or a person who stood in loco parentis when the employee was a minor child; sibling, stepsibling or foster sibling; grandchild, step-grandchild or foster grandchild; grandparent or step-grandparent; child of a sibling of the employee; sibling of the parents of the employee; child-in-law or sibling-in-law; any of the family members previously listed of an employee's spouse or registered domestic partner; any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; up to one individual annually designated by the employee.

Employees are required to give seven days' advance notice when using sick time for foreseeable needs of time off. If not foreseeable, employees are required to notify their immediate supervisor within 15 minutes of the employee's scheduled workday, or as soon as is practicable, if they will be late or not in to work that day for sick leave use. Employees must provide daily updates to their immediate supervisor.

When an employee uses Sick Leave for more than three consecutive days, the City may require appropriate supporting documentation (medical documentation, court records or other related documents). However, if the employee or employee's family member did not receive services from a health care professional, or if documentation cannot be obtained from a health care professional in a reasonable time or without added expense, then reasonable documentation may include a written statement from the employee indicating that the employee is using, or used, Sick Leave for a qualifying purpose. The city will not require an employee to disclose details related to domestic abuse, sexual assault, or stalking or the details of the employee's or the employee's family member's medical condition. In accordance with state law, the city will not require an employee using Sick Leave to find a replacement worker to cover the hours the employee will be absent. An employee may be required, before being permitted to return to work, to provide medical evidence that they are able to perform all significant duties of their job in a competent manner and without hazard.

Claiming sick leave when mentally and physically fit, unsubstantiated excessive sick leave use, or failure to notify as outlined in this policy may be cause for disciplinary action.

Once 960 hours of sick leave has been accumulated, the leave accrual will be as follows:

- ½ of the accrual will be placed in a Prolonged Illness Bank. An employee may only use the prolonged illness bank after all other accumulated sick leave has been used.
- ½ of the accrual will be earned as additional vacation. All vacation is subject to the maximum 30 accrual cap.

Chapter 7 Holidays

Holidays

All regular full and part-time non-union employees will receive the following holidays off with pay:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Two Floating Holidays

Regular, part-time employees receive holiday pay on a prorated basis for all City holidays, regardless of whether they are scheduled to work on the day on which the holiday is recognized. This may result in adjusting schedules to maintain the number of budgeted hours for that position.

A holiday that falls on a Saturday will be observed the preceding Friday. A holiday that falls on a Sunday will be observed the following Monday.

Floating Holidays

New employees who begin employment by June 30 are eligible for two floating holidays. Employees who begin employment after June 30 are eligible for one floating holiday that year.

Regular, part-time employees will receive credit for floating holidays on a pro-rated basis, subject to the budgeted hours scheduled.

Floating holidays must be taken in the full increment earned, and cannot be carried over to the next calendar year.