

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	PAGE
Personal Leaves	C-7	August 1, 2011	1 of 4
Prepared By: Human Resources & Risk Services		Approved By: Agnes M. Speight Assistant City Manager	

1.0 Purpose

To ensure proper authorization and current reporting of individual employee leaves of absence taken for personal reasons.

2.0 Policy

The City of Wilson provides paid leave for its full-time and permanent part-time employees.

3.0 Scope

Full-time and permanent part-time employees are covered by this policy as described below.

4.0 Definitions

Annual Leave: Paid leave earned by a full-time or permanent part-time employee, which may be taken for vacation and other personal reasons.

5.0 Rules/Procedures

5.1 School Support Leave

5.1.1 The City will match an employee's leave up to four (4) hours per fiscal year for the purpose of school support. School support activities include functions such as parent/teacher conferences, field trip participation and athletic events. North Carolina's child support laws apply primarily to the natural parents of a child, although the laws are unique in that stepparents and others who may be "secondarily liable" for the welfare of a child are also covered.

5.1.2 The use of school leave requires the prior approval of the department head or designee.

5.2 Vacation Leave

5.2.1 Employees begin earning vacation leave during their first pay period of work as a full-time or permanent part-time employee with the City. Leave is accumulated while the employee is in continuous service and pay status.

5.2.2 Permanent part-time employees earn vacation leave based on a pro-rated percentage of time worked.

5.2.3 Vacation leave will be granted to employees at such times as will not hinder the orderly and efficient operations of the department. Before taking annual leave, an employee must submit a completed "Request for Leave" form and have the requested approved by his/her supervisor. Failure to follow this step may result in the denial of leave usage by an employee.

- 5.2.4 Vacation leave may be accumulated without any maximum limit during the calendar year. On December 31 of each calendar year, annual leave accumulated in excess of 240 hours (336 hours – Fire and 252 hours - Water/Wastewater Treatment) will be automatically converted to Sick Leave.
- 5.2.5 An employee may donate vacation leave to the account of another permanent full-time employee who is seeking leave donations in accordance with the Shared Leave Program.
- 5.2.6 Upon separation, payment for accumulated vacation leave will not exceed 240 hours (336 hours – fire and 252 hours - water/wastewater treatment).
- 5.2.9 An employee may not use vacation leave in lieu of prior notification of termination of employment except upon the approval of their Department Head.

Vacation Leave Accrual Schedule

	20	40	42	56
Hours Earned Bi-Weekly	1.54	3.08	3.25	4.32
Hours Earned Yearly	40.00	80.00	84.50	112.00
Maximum Carry Over	240.00	240.00	252.00	336.00
Completion of Five (5) years				
Hours Earned Bi-Weekly	1.85	3.69	3.88	5.17
Hours Earned Yearly	48.00	96.00	100.88	134.00
Maximum Carry Over	240.00	240.00	252.00	336.00
Completion of Ten (10) years				
Hours Earned Bi-Weekly	2.31	4.62	4.85	6.43
Hours Earned Yearly	60.00	120.00	126.10	167.00
Maximum Carry Over	240.00	240.00	252.00	336.00
Completion of Sixteen (16) years				
Hours Earned Bi-Weekly	3.08	6.16	6.46	8.62
Hours Earned Yearly	80.00	160.00	167.96	224.00
Maximum Carry Over	240.00	240.00	252.00	336.00

5.3 Education and Training Leave

- 5.3.1 To insure proper authorization and reporting for leave used by employees to attend **required** education and training.
- 5.3.2 The City of Wilson grants leave with pay for employees required to attend extended training sessions in accordance with departmental policy and the Fair Labor Standards Act (FLSA).

5.4 Jury and Court Leave

- 5.4.1 An employee who is either called for jury duty or subpoenaed to appear as a witness in a civil or criminal proceeding shall be granted leave with pay during the required absence, without charge to accumulated accrual leave, and may retain any fees paid by the court for such duty.
- 5.4.2 An employee who is a principal in his/her own litigation must take either vacation leave, comp time and/or leave without pay in order to appear in court

- 5.4.3 After being subpoenaed by the court to testify, the employee must provide the supervisor with a copy of the subpoena.
- 5.4.4 The employee on jury and court leave will be required to report back to work during any period that his/her presence is not required in the courtroom.

5.5 Funeral Leave

- 5.5.1 An employee will be granted two days of funeral leave with pay due to the death of an immediate family member. For purpose of this policy, IMMEDIATE FAMILY is defined as: spouse, parent, guardian, child, sister, brother, grandparent, grandchild, plus various combinations of half, step, in-law, and adopted relationships that can be derived from those categories.
- 5.5.2 Prior approval of the department head is required when additional days are needed. The employee shall determine whether the additional time will be charged as sick or vacation leave.
- 5.5.3 Leave may be granted to attend the funeral services of a co-worker or a City of Wilson retiree with the advanced approval of the department head.

5.6 Medical/Dental Appointments

Time off with pay for up to a maximum of two (2) hours a day may be granted to a full-time employee to attend a dental or Medical appointment for their own personal medical or dental appointment, without charge to his/her accumulated leave accounts. The employee must be present at work prior or post their scheduled appointment, in order to receive the two (2) hours of pay. The Department Head will decide whether or not any time off in excess of two (2) Hours will be charged to their sick leave account. Their supervisor may require medical certification for any paid time off for medical/dental appointments. **Medical/Dental appointment leave may not be used by an employee who is on leave for any other reason. It is also NOT applicable to workers compensation claims.**

5.7 Adverse Weather

- 5.7.1 All decisions to delay or close City operations due to adverse weather conditions will be officially announced by the City Manager. It is recognized that some City employees must continue to provide services without regard to weather conditions. These essential personnel will be predetermined and designated as such by their Department Head.
- 5.7.2 When an office closing or delay announcement is made, each non-designated, non-exempt employee will be given the choice of charging the lost time to either leave without Pay or Vacation leave. When operations allow, employees may be given the opportunity to make up time lost due to adverse weather conditions at the discretion of their supervisor.
- 5.7.3 In absence of an official announcement, employees are required to contact their immediate supervisor whenever they are not reporting to work as scheduled.
- 5.7.4 Employees who are designated as essential personnel will be paid in accordance with City's Work Hours policy, see rule B-6. Nonexempt employees will have all hours that they are required to remain at work counted as "hours worked."
- 5.7.5 Exempt employees will be paid for office closings or delays without charge to their annual leave accounts.