

THIS DOCUMENT IS NOT A CONTRACT OF EMPLOYMENT. PRIOR DOCUMENTS ON THIS SUBJECT ARE REVOKED. EMPLOYMENT WITH THE CITY OF FOREST ACRES IS AT-WILL.

CITY OF FOREST ACRES

Annual Leave Policy

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I. Policy

Approval:  Date: 12-4-18
City Administrator

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Annual Leave Policy

I. Policy

Regular full-time employees accrue annual leave as follows:

<u>Yrs. of Continuous Service</u>	<u>Annual Leave Entitlement</u>	<u>Max. Allowed Accrual</u>
<u>Jan. 1</u>		
0 - 4	8.00 hrs/month	360 hours
5 - 14	10.67 hrs/month	360 hours
15+	13.33 hrs/month	360 hours

Leave must be accrued before it can be used. Regular part-time employees are ineligible to accrue annual leave. Annual leave may not be taken in increments of less than 60 minutes.

If a paid holiday occurs while an employee is on approved annual leave, the employee's annual leave balance is not charged for the absence. Employees on leave do not accrue paid leave.

Employees desiring to take annual leave should give their supervisors at least two weeks advance notice. Employees' requests for leave are accommodated whenever possible subject to the City's workloads and manpower demands.

When more employees request particular days off than can be accommodated, supervisors making annual leave assignments may take into account the date the requests were made, special needs for particular annual leave dates and the employees' seniority.

The maximum number of annual leave hours that may be accumulated is 520 hours. However, the maximum carry over is three hundred sixty (360) hours, the balance of which is adjusted at the end of the pay period that includes January 1 of each year.

Separating employees will be compensated for unused annual leave, but only if the employee terminates for non-disciplinary reasons and/or if the employee gives and properly works a two-week notice of resignation. The required notice may be waived by the City Administrator if deemed to be in the best interest of the City.

Employees may sell back to the City up to eighty (80) hours of accrued annual leave in a fiscal year. The City will make such payments twice per calendar year, with requests submitted no later than November 1 or April 1, for payment within four (4) weeks of the deadline. Requests outside of these periods for unexpected financial crisis may be granted by the City Administrator on a case-by-case basis. This policy is not intended to allow employees who have failed to use accrued annual leave a means of avoiding its loss due to accrued balance adjustment at calendar year end.