

City of Blaine Administrative Policy
Vacation and Sick Leave Accrual and Use Policy

Vacation

As vacation leave is granted to employees for a period of recreation, no employee shall be permitted to waive such leave to receive double pay.

Vacation leave for employees working under a negotiated agreement shall be specified by agreement between the city and the exclusive representative for each bargaining unit in the city.

Vacation leave for employees not working under a negotiated agreement shall be specified as set forth in the following policy.

Provisions

- a) Vacation leave shall not be earned by temporary employees.
- b) Unless as otherwise approved by the City Manager per Provision (i) of this policy, vacation leave shall be accrued on a monthly basis for each calendar month or major fraction thereof by all regular and probationary employees pursuant to the following schedule:

Employment	Length of Leave Days
Start of employment through 4 years	96 hours
Years 5 through 10	120 hours
Year 11	128 hours
Year 12	136 hours
Year 13	144 hours
Year 14	152 hours
Year 15	160 hours
After 21 years of service have been completed	200 hours

- c) Employees may accumulate vacation leave to a maximum of 320 hours, If an employee has accumulated such employee's maximum vacation leave and has not utilized the vacation leave as earned, such employee may absent himself with notice to take vacation leave so as to prevent the loss of vacation leave beyond 320 hours.
- d) Employees shall take vacations only with the approval of their immediate supervisor.
- e) Requests for vacation leave shall be approved in writing by the designated supervisory employee, as prescribed by administrative procedure.
- f) With the concurrence of department heads, vacations may be taken to the maximum of three days beyond the accrued leave at any time during the calendar year. Should an employee leave the employ of the city before accruing vacation leave equal to that used, such deficit will be withheld from any pay due such employee, at the rate of one hour's pay for each hour or vacation leave deficit, computed on the employee's current hourly pay rate. Advance payment for vacation leave to employees may not exceed the total vacation pay earned.
- g) The City Manager has the discretion to consider previous work experience when administering this Policy and may use previous work experience as a factor in determining beginning accrued vacation balances and vacation accrual rates.

- h) The City Manager also has discretion to award a lump sum of vacation hours and/or accelerate the vacation accrual rate for any employee hired within the four years prior to the initial implementation of this policy.
- i) In no case shall the City Manager award more than 80 lump sum beginning accrued vacation hours to a new employee.
- j) The City manager has the discretion to consider previous work experience with the City of Blaine and to credit previous years of work experience in Blaine in determining beginning accrual rates for employees re-hired within 10 years.

Sick leave

Sick leave shall be a benefit provided to all regular and probationary city employees. The accrual and use of sick leave shall be set forth in policy as adopted by the City Manager.

- a) Sick leave shall be accrued at the rate of one working day (eight hours) for each calendar month of employment or major fraction thereof. Sick leave pay shall be computed at the regular rate of pay to which such employee is entitled. Sick leave shall not be granted to temporary employees.
- b) Sick leave may be accumulated to a maximum of 960 hours.
- c) For employees with a Post-Employment Health Care Savings Plan (PEHCSP), fifty percent (50%) of all sick time accumulated over 960 hours will be placed into the employee's PEHCSP account.
- d) Sick leave may be granted for absence from duty because of personal illness or illness in the immediate family as defined in the Family and Medical Leave Act.
- e) Bereavement leave: Up to four days of sick leave may be used in the case of death for spouse, parents, spouse's parents, children, brothers and sisters, brothers-in-law and sisters-in-law, grandparents, stepchildren, or other blood relatives residing in the household. Other use of sick leave for serious illness or death may be granted in special circumstances by the city manager.
- f) Sick leave may be granted in conjunction with the Family and Medical Leave Act for:
 - a. Disabilities related to pregnancy, childbirth, or related medical conditions;
 - b. To care for an immediate family member (spouse, child or parent) if such immediate family member has a serious health condition; or
 - c. The employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's position.
- g) In order to be eligible for sick leave with pay, an employee shall:
 - a. Report promptly to such employee's department head the reason for absence.
 - b. Keep such employee's department head informed of such employee's condition, if the absence is more than three days' duration.
 - c. Complete request for family medical leave.
- h) Claiming sick leave when physically fit, except as permitted in this article, may be cause for disciplinary action, including transfer, suspension, demotion, or dismissal. It is the responsibility of employees to demonstrate that sick leave usage was responsible and necessary.
- i) Termination pay shall be as follows:
 - a. Thirty-three and one-third percent of unused accumulated sick leave shall be paid upon honorable separation after five years of continuous employment.
 - b. Forty percent of unused accumulated sick leave shall be paid upon honorable separation after ten years of continuous employment.
 - c. Fifty percent of unused accumulated sick leave shall be paid upon honorable separation after 15 years of continuous employment.

- d. Where allowed or required, termination pay will be paid to an employee's Post-Employment Health Care Savings Plan (PEHCSP) pursuant to an agreement or established PEHCSP provisions.

(4) Failure to provide proper notice of resignation may be grounds for withholding termination pay.

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