

# POLICY STATEMENT

**Subject: Attendance and Leave**

Origination date: 04/01/01

Revision date: 10/7/2019

Policy number: 600

## Purpose

The purpose of this policy is to establish standard hours of work, holidays, vacation leave, and sick leave. In addition, this policy will establish the conditions under which City employees may be granted time off from work.

## Policy

### A. Hours of Work/Attendance

Department Directors are responsible for establishing a schedule of regular working hours for their respective departments to ensure optimum service delivery to the Citizens of Goodyear. Employees are responsible for being at their work site during their scheduled work hours.

### B. Holidays

The following days shall be considered holidays for City employees:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Friday after Thanksgiving Day  
Christmas Day  
Floating Holiday\*

\*One (1) floating holiday is available to all regular status employees each calendar year. Floating holidays must be scheduled with, and approved, by your supervisor at least three (3) days in advance of the requested date. Floating holidays may not be carried forward to be used in the following year.

### C. Vacation Leave

Vacation is provided to employees to ensure the mental and physical health and well being of both the employee and the organization.

For employees entitled to vacation leave, accruals begin on the first day of employment. No employee shall take vacation leave in excess of the amount accrued. Full-time employees accrue vacation leave on the following basis:

Job Classification	Years of Service	Vacation Hours Earned per Pay Period Standard work week employees	Vacation Hours Earned per Pay Period 56-hour work week employees
Full-time Regular and Trial Employees	21+ years	7.3643	10.31
	15 - 20 years	7.0571	9.88
	10-14 years	6.1571	8.62
	5-9 years	5.3	7.42
	0-4 Years	4.3929	6.15

Regardless of years of services, the maximum accrual of vacation hours is 320 hours for 40-hour work week employees and 448 hours for 56 hour work week employees. Effective July 1, 2004, if an employee's current accrual rate is higher than indicated in the schedule above based on years of service, they will remain at their current accrual rate until such time as their years of service reaches an accrual rate above their current rate.

#### 1. Vacation Accrual for Part-Time, Temporary & Seasonal Employees

Regular part-time employees shall receive a prorated accrual of vacation leave benefits based upon their normal work schedule. Seasonal and temporary employees shall not accrue vacation leave.

#### 2. Maximum Accrual

Hours over the maximum accrual will be lost at the end of each calendar year, unless the City Manager provides written authorization for an employee to exceed their maximum accrual.

3. Vacation Cash-in

Employees shall be allowed to cash in up to 40 hours (56 hours for sworn shift Fire), based on availability of budgeted funds, of accrued vacation leave, one time a year as determined by the City, as long as they maintain a vacation balance of 80 hours (112 hours for sworn shift Fire) after the vacation leave is paid out and have taken at least 40 hours (56 hours for sworn shift Fire) of vacation leave prior to the cash in date. Payment of vacation cash-in is considered supplemental wages and is subject to I.R.S. guidelines requiring a 25% tax withholding in addition to all other applicable taxes.

4. Change of Employee Status

When an employee is promoted, demoted or transferred, they shall not lose accrued vacation leave. However, depending on the employee's job classification, the rate at which they accrue vacation leave may change.

5. Disciplinary Action

A Department Director may allow, with Deputy City Manager or City Manager approval, an employee to forfeit accrued vacation leave or compensatory time in lieu of suspension as a disciplinary action.

**D. Sick Leave**

Sick leave is provided as benefit for all employees unable to report to work because of personal illness (to prevent infection of co-workers), or whose family member becomes ill and the employee must care for the family member. Upon approval from the Department Director or designee, sick leave may be used to extend funeral leave (Guideline #660). It is not to be used for purposes other than those contained herein.

Sick time accruals begin on the employees first day of employment. Full-time employees accrue sick leave on the following basis:

	Accrual per Pay Period	Maximum Accrual of Hours
Full-time Regular and Trial Employees	3.70 hours	Unlimited
56-hour Work Week Employees	5.18 hours	Unlimited

Part-time employees accrue sick leave on the following basis:

	Accrual per Pay Period Per hours worked	Maximum Accrual of Hours	Maximum Annual Usage
Part-time Employees	.034	Unlimited	40 hours

1. Sick Leave Payout upon Termination

A full-time regular employee vested in the Arizona State Retirement System with a minimum of five (5) years of continuous service with the City and hired prior to July 1, 2004, shall be compensated for 480 hours of accrued sick leave (if accrued) upon termination. Employees hired on or after July 1, 2004 with a minimum of ten (10) years of continuous service with the City shall be compensated for 480 hours of accrued sick leave (if accrued) upon termination.

A full-time regular employee vested in the Arizona Public Safety Personnel Retirement System with a minimum of ten (10) years of continuous service with the City shall be compensated for 480 hours (672 hours for 56-hour employees who work the majority of his/her last ten years of service in a 56-hour assignment) of accrued sick leave (if accrued) upon termination.

Employees who do not meet these eligibility requirements will not receive any sick leave payout at the time of termination, and they forfeit all unused sick time.

2. Discipline

Forfeiture of accrued sick leave as a disciplinary action shall not be authorized.

3. Advanced Sick Leave

The City Manager may grant no more than ten days of advanced sick leave to a full-time regular employee. The advanced sick leave will be repaid by the employee through the normal leave accrual process or through transfer of sick leave accrual. In order to qualify for advanced sick leave, employees must be full-time regular and have exhausted all forms of paid leave; i.e., vacation, sick, compensatory time, floating holiday.

4. Promotions/Demotion/Transfers

When an employee is promoted, demoted or transferred, the employee will not lose accrued sick leave.

5. Donation of Sick Leave

The purpose of sick leave donation is to permit an employee to donate paid sick leave to a central leave bank to assist another employee. This policy permits such a donation to occur when an employee has a need for additional paid leave because they have exhausted all paid leave including, but not limited to sick, vacation, comp time, and floating holidays and have a serious medical hardship or catastrophic illness or injury. The employee's need may arise from their own serious medical hardship or catastrophic illness or from their need to care for a family member who has a serious medical hardship or catastrophic illness.

6. Sick Leave Conversion to Retirement Health Savings Account

If an employee has a sick leave balance of at least 480 hours by December 30th of each year, a dollar amount equal to 24 hours of sick leave will be automatically removed from the employee's sick leave bank and rolled in a Retirement Health Savings Account tax free. If an employee has a sick leave balance of at least 720 hours by December 30th of each year, a dollar amount equal to 48 hours of sick leave will be automatically removed from the employee's sick leave bank and rolled in a Retirement Health Savings Account tax free. The monies deposited into this account can be accessed upon separation of employment for health related premiums and expenses. Employees covered by the UGFF Local 4005 MOU are not eligible for this conversion.

**E. Family and Medical Leave**

The Family and Medical Leave (FMLA) Act of 1993 and the National Defense Authority Act (NDAA) of 2008 intends to balance the demands of the workplace with the needs of families, to promote the stability and economic security of families, and to promote national interests in preserving family integrity. To accomplish these purposes, the City will establish a process with respect to leave necessary for the medical care of employees and their families.

**F. Other Leave Categories**

The City shall provide a mechanism for the following types of additional leave to be available to employees.

1. Military Leave
2. Funeral or Bereavement Leave
3. Jury Duty Leave
4. Election Leave
5. Injury Leave
6. Administrative Leave
7. Crime Victims Leave
8. Fatigue Leave
9. Industrial Leave to Attend Off-Duty Appointments

## **G. Unpaid Leave Categories**

1. Personal Leave Without Pay

The City provides an opportunity for leave without pay for employees to deal with personal situations occurring for more than 10 days, but not exceeding 90 days. Such leave is granted at the discretion of the Department Director on a case-by-case basis. The leave is unpaid, unless the employee has available vacation, sick, or other time. This policy does not cover leaves for medical reasons, which would otherwise be covered by the Family and Medical Leave Act. Also, this policy does not cover medical leaves that may be covered by the Americans with Disabilities Act. Such leave will be covered by the City's policy regarding reasonable accommodations for employees with disabilities, which provides that in some cases an employee may be given an unpaid leave of absence as a reasonable accommodation, the length of which will be evaluated on a case-by-case basis, and may in some instances involve leave beyond 90 days.

2. Furloughs

If a budget shortfall is anticipated, the City Manager has the authority to require employees to take a specified number of hours off without pay which will be designated as furlough time off. Exempt employees are considered hourly during pay periods in which furlough time is taken and accurate payroll records must be maintained of actual hours worked. Furloughs authorized by the City Manager are not subject to the discipline, grievance and/or appeals process.

## **H. Workplace/Telecommuting**

The Department Director may authorize employees to work at a centralized City location, or at other sites to possibly include telecommuting.