

Vernal City August 2025	Personnel Leave Policies			
	CURRENT	RECOMMENDED	PTO OPTION	COMMENTS
VACATION				
eligibility	Full-Time & Part-Time	same	same	
Hours F-T	1- 10 years 80 hours (2 weeks); 10-20 years 120 hours(3 weeks); 20+ years 160 hours (4 weeks)	Increase an additional day per year after 5 years of service (for 5 to 10 yrs). No approval for vacation for more than 2 weeks consecutive.	Sick & vacation accrual combined. Keep accrual the same (160 hours at start - from 176). Cap PTO at 740 hours. Conversion formula. Payout at end of year, and at the end of employment - 50% value (25% cash, 75% HRA). Full vacation time converted to PTO total (with recommended adjustments).	
Hours P-T	1- 10 years 40 hours (1 week); 10-20 years 60 hours (1 1/2 weeks); 20+ years 80 hours (2 weeks)	Increase an additional day per year after 5 years of service (for 5 to 10 yrs)	Full vacation time converted to PTO total (with recommended adjustments)	
Maximum hours can accrue	240 hours; lose at end of year.			
Contribute to fellow employees	Yes; Requires approval of DH and CM	No transfer of vacation outside of sick leave bank		
Payment at termination	If 2 week notice by regular employees; 1 month notice by exempt employees; If termed for discipline no payment made. CM can make exceptions. Employee required to work after notice.		Similar to what occurs now with sick leave. 50% payout (25% cash, 75% HRA). Grows 2% a year after 10 years.	
	CURRENT	RECOMMENDED	PTO OPTION	COMMENTS
SICK LEAVE				
eligibility	Full-Time & Part-time		See above for PTO combined option	
Hours	FT: 96 hours (12 days) P- T 48 hours (6 days)			
When accrued	Last day of month; if terminating, 1-15th accrues half 15-31st, accrues all			
Physician cert	After 3 days			
Maximum hours can accrue	500 - convert at end of year			
Immediate family	6 days per year			
Annual conversion	500 hours accumulated: 25% over 500 paid to employee; remaining 75% paid into HRA at current rate of pay; Employee may choose to covert 100% to HRA			
termination conversion	25% paid to employee not exceeding 500 hours; If employee has over 10 years, based on conversion table that increases with years of service, placed into HRA account. example: 10 years = 20%, increased 4% each additional year of service to 30 years = 100%			
	CURRENT	RECOMMENDED	COMMENTS	
FMLA LEAVE				
Main provision	12 weeks unpaid leave to care for own health condition; birth or placement of child; spouse or parent health condition; 26 weeks if family member is Armed Forces			
Eligibility	Must work at least part-time, been employed 1 year			
Paid leave	MUST substitute paid leave if available and meets criteria; MAY substitute comp time	MUST use comp time if available		
Intermittent leave	Yes is allowed			
Noticing	If employee does not notify City, can still designate as FMLA (see code)			

MILITARY LEAVE				
who accrues	Armed forces including national guard			
hours	15 days a year			
benefits	Must continue while on active duty (URS)			
	CURRENT	RECOMMENDED	COMMENTS	
ADMINISTRATIVE LEAVE				
Eligibility	Exempt employees (In lieu of overtime)			
hours	48 hours calendar year			
use	8 hours a week	delete		
accrual	no carry-over			
termination conversion	none			
disciplinary	CM may place on admin leave during investigation			
	CURRENT	RECOMMENDED	COMMENTS	
JURY DUTY and WITNESS TIME				
Eligibility	Employees subpoenaed or summoned; cannot be for personal lawsuit; if called by VC - regular rate of pay applies			
	police officers are paid witness fee (\$18) + rate of pay and 2 hours guaranteed pay for prep time	change policy to "up to" two hours		
	CURRENT	RECOMMENDED	COMMENTS	
REST PERIODS & BREAKS				
Eligibility	Employees working an 8+ hour shift			
Policy	15 minutes each half of the day. Cannot leave work site; cannot be banked with lunch or end of day	Supervisor can approve leaving off site. Emphasize purpose of the break: bathroom, personal phone calls, walk, smoke break, personal email. if you are taking a 15 min block, then that is when the personal items are done	Use your time wisely	
	Lactation breaks allowed			
	CURRENT	RECOMMENDED	COMMENTS	
BEREAVEMENT LEAVE				
Eligibility	Not defined; Allowed for "Family members" - spouse, parents, parents-in-law, guardians, grandparents, grandchildren, children, brothers, sisters, sons-in-law, daughters-in-law, brothers-in-law and sisters-in-laws	3 days per immediate. Not per calendar, but per event. Used within a year. 1 day for extended family. Relationships include equivalent through marriage. Immediate: household members, spouse, parents, legal guardians, children, brothers, sisters. Extended: grandparents, grandchildren, aunts, uncles.		
hours	3 days; 2 days additional for out-of-state travel within a calendar year	Per occurrence		
LEAVE WITHOUT PAY				
Eligibility	all employees			
policy	Requires CM approval - must be out of leave hours - cannot exceed 90 days unless FMLA	Military leave can be without pay without being out of all leave time		
benefits	cease after 30 days			
	CURRENT	RECOMMENDED	COMMENTS	
HOLIDAYS				
Eligibility	F-T & P-T employees			

Policy	11 Holidays; if on Sunday, observe on Monday, if on Saturday, observe previous Friday	Proposed floating holiday (can be used for Juneteenth)	State is at 13, (added Good Friday). County at 13.5 days.	
	CURRENT	RECOMMENDED	COMMENTS	
COMP TIME				
Eligibility	F-T employees (possibly P-T)			
	DH and employee determine if overtime accrued into comp time instead of payment		* 2 years implementation timeline Dec 2026 * anyone over 48 hours stops accruing Comp Time	
annual accrual	240 hours; over that must be paid	lower amount to 48 hours total; directive to use up the comp time first	DH comments: this will be a big hit to some. Possibly pay out over 48 hours at the end of timeline	
	CURRENT	RECOMMENDED	COMMENTS	
MATERNITY / PARENTAL LEAVE				
Eligibility		F-T & P-T		
		City will match up to 3 weeks if employee matches with other paid leave (sick, vacation, comp) for a total of 6 weeks of leave.		
hours	None	Can be used before birth or after birth, and not necessarily consecutively. However, must be used within 3 months after birth.		
		Paternity: City will match 1 week if employee matches with other paid leave (sick, vacation, comp) for a total of 2 weeks. Can be used before birth or after birth, and not necessarily consecutively.		
F-T & P-T		Adoption: same as paternity for both parents. This excludes adoptions of children 5 years and older in age, or adoption where the adopted child has already resided 3 months in the home of the adoptive parent (including step parent adoption).		
		The city's match is granted 1 month after the employee returns to full time work. Employee chooses whether paid out or replenished leave time.		
	CURRENT	RECOMMENDED	PTO OPTION	COMMENTS
SICK LEAVE BANK				
who eligible		Employees eligible for leave benefits		
Cap	Employee can donate vacation or sick leave to other employee who is out of hours	24 hours of vacation / sick to join the pool - employee choice. Opt in at open enrollment only.	24 hours of PTO to join the pool - employee choice. Opt in at open enrollment only.	DH comments: 16 hours to join. Can include sick leave.
Reason		catastrophic leave bank		
		Must be out of all leave - V, S, Comp to be eligible		
	Must maintain 120 hours sick leave	Full medical release from MD, DO, Phd - cannot return to work		
		Applies to ee and terminally ill caregiver for child or spouse.		
		Cap individual use of the sick bank at 480 hours a year	DH comments: every 3 years	
		If approved for long-term disability, then cannot use the leave bank		

On-Call Policy				
Victim Advocate	4 Hours Sat and Sun (automatic)			
Water	4 Hours Sat and Sun (automatic)	All Depts	2 hours of pay (stipend) unless work then considered hours worked.	
Streets	4 Hours Sat and Sun (automatic)		2 hour min if clocked in on site	
Airport	4 Hours Sat and Sun (automatic)		Calls are not considered work	
Police	4 Hours Sat and Sun (automatic)			
Facilities	4 Hours Sat and Sun (automatic)			
Call Out Policy				
Water	2 hour min	All Depts	2 hours min if called in (hours worked)	
Streets	2 hour min			
Airport	1 hour for flight delay and snow removal			
Police	2 hour min			
Facilities	2 hour min			