

## **SECTION XIX: LEAVES OF ABSENCE**

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### **1. ABSENT WITHOUT LEAVE.**

- A. Any unauthorized absence of an employee from duty shall be grounds for disciplinary action, up to and including termination, by the Mayor, or designee.
- B. Any employee who is absent for three (3) or more consecutive work days without authorized leave shall be deemed to have voluntarily resigned their position and employment without notice. Where extenuating circumstances are found to have existed, however, such absence may be covered by the Mayor, or designee, by subsequent grant of leave with or without pay as the circumstances dictate.

### **2. ANNUAL PERSONAL LEAVE.**

- A. Each permanent, full-time employee shall receive annual personal leave at the following rate:
  - (1) After successfully completing the probationary period of service, eight (8) work days of annual personal leave.
  - (2) From time served beyond two (2) years, fifteen (15) work days of annual personal leave.
- B. New employees shall accrue annual personal leave after successfully completing the probationary period.
- C. Each permanent, part-time employee shall accrue annual personal leave at the following rate:
  - (1) After successfully completing the probationary period of employment, four (4) work days of annual personal leave.
  - (2) For time served beyond two (2) years, eight (8) work days of annual personal leave.
- D. Persons hired on an emergency, seasonal, temporary or contract basis shall not accrue annual personal or holiday leave.
- E. An individual who starts work between the first (1<sup>st</sup>) and the fifteenth (15<sup>th</sup>) of the month will receive credit for that month. An individual who starts work between the sixteenth (16<sup>th</sup>) and the last day of the month will accrue leave time beginning on the (1<sup>st</sup>) day of the following month. Employees will be eligible to use leave which they have accrued after they have successfully completed the probationary period of permanent employment. Each department head will issue approval or disapproval on all annual personal leave requests.

- F. The personal leave cannot be accrued and carried forward from calendar year to calendar year. Any unused annual personal leave shall be paid to the employee at the end of the year.
- G. A holiday which falls during an employee's annual personal leave shall be counted as a paid holiday and not as annual personal leave.
- H. An employee who is separated from employment may be compensated for all accrued annual personal leave.
- I. All annual personal leave requests should be submitted a reasonable time in advance of the desired time off to the Mayor, or designee. If an excessive (being the number of requests if granted that would render the department or organization ineffective) amount of employees request annual personal leave for the same time period, annual personal leave shall be granted in order of application (first-come-first-served) at the discretion of the Mayor, or designee.
- J. Official annual personal leave records will be maintained and kept current.
- K. Personal leave usage will be reported by the Mayor, or designee, using attendance forms.

3. **HOLIDAY LEAVE.**

- A. Holidays which apply to full time employees are:
  - (1) New Year's Day.....January 1<sup>st</sup>
  - (2) President's Birthday.....3rd Monday in February
  - (3) Memorial Day.....Last Monday in May
  - (4) Independence Day.....July 4th
  - (5) Pioneer Day.....July 24th
  - (6) Labor Day.....1st Monday in September
  - (7) Thanksgiving Day.....4th Thursday & following Friday in November
  - (8) Christmas Day.....December 25th
- B. If any of the above holidays fall on Saturday, then the preceding Friday or Monday shall be the holiday. If any of the above holidays fall on Sunday, then the following Monday is the holiday.
- C. Holidays which will apply to part time employees are: