



PERSONNEL POLICIES AND PROCEDURES

5.0 LEAVE	Proposed Resolution	Effective Date
	19-48	11/15/2019

5.1 VACATION, SICK TIME, and LEAVE

Holidays

Winter Break

Vacation Time

Sick Time

Other Authorized Leave

5.2 Family and Medical Leave Act (FMLA)

Administrative Policy Reference:

5.1.1 Vacation, Sick Time and Leave Policy

5.2.1 Family Medical Leave Act



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5.1 HOLIDAYS

Applicable Personnel: Full-Time Personnel, City employees who have a Memorandum of Understanding (MOU) with the City of Maricopa are also governed by the terms and conditions of their respective MOU's.

Administrative Policy Reference:

5.1.1 Vacation, Sick Time and Leave Policy

Details for Vacation, Sick Time and Leave, reference Administration Policy 5.1.1, located in the Employee Self Service (ESS) portal under the Resources menu.

Holidays

The City observes the following holidays:

- Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas Day

Observation of Holidays:

When a holiday falls on a Sunday, it will be observed on the following Monday. When a holiday falls on a Friday or Saturday, it will be observed the previous Thursday.

Winter Break

For non-essential personnel the City will be closed at 12 p.m. on December, 24 and will reopen at 7 am on January 2.



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VACATION TIME

Applicable Personnel: Full-Time Personnel, City employees who have a Memorandum of Understanding (MOU) with the City of Maricopa are also governed by the terms and conditions of their respective MOU's.

Administrative Policy Reference:

5.1.1 Vacation, Sick Time and Leave Policy

Details for Vacation, Sick Time and Leave, reference Administration Policy 5.1.1, located in the Employee Self Service (ESS) portal under the Resources menu.

Vacation time will be accrued based on length of continuous regular full-time employment an active and paid status. Part-time and seasonal employees do not accrue paid vacation time.

Vacation Years of Service Accrual

The following is the vacation years of service accrual schedule for all regular 40-hour week, full-time employees:

Years of Service	Annual Maximum Accrual Hours	Maximum Hours Carried Forward from One Calendar Year to the Next
0-3	88	120
3-5	112	160
5-10	144	200
10-15	168	240
15+	192	280

Regular full-time employees, who separate from the City of Maricopa employment, shall be paid for unused Vacation Time if they have worked a minimum of 6 months.

Employees hired on or before January 1, 2020 who have in excess of the maximum hours to be carried forward on December 31 of each calendar year will be paid for any excess amount of leave.

The calculated excess amount will be paid on the first full pay period of the new calendar year. Employees must have taken at least 80 hours of vacation during the calendar year to be eligible for this excess amount to be paid out.



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Employees hired after January 1, 2020 who have an excess of their maximum carry forward hours on December 31 will lose any hours over their maximum carry forward amount.

The City Manager is authorized to start new hires, rehires and promoted employees in a higher vacation accrual years of service category. Employees will advance based on the years of service designated by the City Manager.

Example:

Employee starts at 4 years of service earning 112 hours per year. After being with the City for 1 year they would advance to the 5-10 years of service earning 144 hours per year.

The same employee, after being with the City for 6 years they would advance to the 10-15 years of service earning 168 hours per year.



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SICK TIME

Applicable Personnel: Full-Time and Part-Time Personnel, City employees who have a Memorandum of Understanding (MOU) with the City of Maricopa are also governed by the terms and conditions of their respective MOU's.

Purpose of Sick Time

Sick Time is a fringe benefit to be used when the employee or a family member of the employee is ill or injured.

Administrative Policy Reference:

5.1.1 Vacation, Sick Time and Leave Policy

Details for Vacation, Sick Time and Leave, reference Administration Policy 5.1.1, located in the Employee Self Service (ESS) portal under the Resources menu.

Accrual of Sick Time

Full-time positions accrue 96 hours of sick time per year, at a rate of 3.7 hours per bi-weekly pay period, beginning on the first day of employment.

A maximum of 720 sick time hours is carried forward from one calendar year to the next. On December 31, of each calendar year, the full-time employee's sick time accrual will be reduced to the maximum carry over hours of 720.

Part-Time positions accrue *up to* 30 hours of sick time per year, at a rate of 1 hour per 30 hours worked, beginning on the first day of employment.

A maximum of 40 sick time hours can be carried over from one calendar year to the next. On December 31, of each calendar year, the part-time employee's sick time accrual will be reduced to the maximum carry over hours of 40.

MOU public safety employees sick time carry over amounts is determined by their current negotiated MOU's.



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OTHER AUTHORIZED LEAVE

Administrative Policy Reference:

5.1.1 Vacation, Sick Time and Leave Policy

Details for Vacation, Sick Time and Leave, reference Administration Policy 5.1.1, located in the Employee Self Service (ESS) portal under the Resources menu.

The City of Maricopa authorizes the following types of leave in accordance with the corresponding federal and state laws:

- Military Leave
- Witness / Jury Duty
- Voting Leave
- Bereavement Leave
- FMLA Leave



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5.2

FAMILY MEDICAL LEAVE ACT (FMLA)

Applicable Personnel: All Personnel

Administrative Policy Reference:

5.2.1 Family Medical Leave Act

The purpose of the Family and Medical Leave Act of 1993 (FMLA) is to balance the demands of the workplace with the needs of families; and to promote the stability and economic security of families while increasing employee loyalty, involvement, and commitment to the operation and goals of the City of Maricopa. In accordance with the Family and Medical Leave Act of 1993 (FMLA), the City will grant job-protected, unpaid family and medical leave to eligible employees for up to twelve (12) weeks per twelve (12) month period calculated from the effective date of the current request, on a “rolling basis”.

Details for the Family Medical Leave Act (FMLA), reference Administration Policy 5.2.1 is located in the Employee Self Service (ESS) portal under the Resources menu.