

# PERSONNEL POLICIES

5.0	LEAVE	Resolution	Effective Date
		<i>Draft of</i> RES 20-20	July 1, 2020

## 5.1 LEAVE POLICIES

### HOLIDAYS

#### Scope

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.

#### Policy

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 through January 1 and will reopen the first business day after January 1.

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## VACATION

### Scope

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.

### Policy

#### Vacation Time

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 November 15, 2019 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.

Employees hired after November 15, 2019 who have an excess of their maximum carry forward hours on December 31 will lose any hours over their maximum carry forward amount.

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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

### Scope

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

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

### Policy

#### **Administrative Policy Reference:**

5.1.1 Vacation, Sick Time and Leave Policy

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

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## OTHER AUTHORIZED LEAVE

### Policy

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

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## 5.2 FAMILY MEDICAL LEAVE ACT

### Scope

All Personnel.

### Policy

#### **Administrative Policy Reference:**

5.2.1 Family Medical Leave Act

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.