




City of Olympia Administrative Guidelines

GUIDELINE #14	
Leave of Absence	
EFFECTIVE DATE: May 1, 1990	PREPARED BY: Human Resources Department
REVISED: February 2008 SUPERSEDED: Personnel Rules Resolution No: Amended by M-1103	APPROVED BY:  _____ Steven R. Hall City Manager

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Added/Changed Info
Jan 2008

Administrative Guideline #14 – Leave of Absence

14 Leave of Absence

14.1. PURPOSE: To establish guidelines for granting leave of absence from work.

14.2. REFERENCE: Family and Medical Leave Act of 1993 (Public Law 103-3, February 5, 1993). Title 29, Part 825 of the Code of Federal Regulations. Washington Family Leave Law (Chapter 11, Laws of 1989, First Executive Session) Family Care, Chapter 296-134 WAC

14.3. APPLICATION: This Administrative Guideline applies to all individuals employed by the City of Olympia unless leave provisions are established otherwise by contract or statute (e.g., Civil Service Rules, Union Contract, Individual Employment Contract or Memorandum of Understanding).

14.4. POLICY: The City provides comprehensive leave benefits to employees that allow employees to take time off without loss of income, maintain a balance between work and personal needs, and to sustain a healthy and productive workforce.

14.5. GUIDELINES:

14.5.1. DEFINITIONS:

- a. Departments will record requests for absences as either Scheduled or Unscheduled and Approved or Denied.

Absence	Any period of time and length when the employee was not at work and the employee was scheduled to be at work. When an employee is going to be absent from the workplace, the employee is responsible for notifying his/her supervisor.
Scheduled	Absence scheduled at least 24 hours in advance. Scheduling should be based first on the operational convenience of the City as determined by the supervisor and second upon the preference of the employee.
Unscheduled	Absence that is not scheduled with at least 24 hours notice, including leaving before the end of the shift or being late for work.
Approved	Supervisor has given the employee permission to take the time requested off.
Denied	A supervisor turns down a request for time off, therefore requiring the employee to be at work.
Habitual Absence	Excessive “unscheduled” absences in a rolling twelve month period; or a pattern of unscheduled leave which is in conjunction with regular days off, vacation, compensatory time, holidays or work assignments; or frequent single day absences indicating an “accrue-it-use-it” pattern.

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b. Employee’s immediate family:

• Mother	• Mother-in-Law
• Father	• Father-in-Law
• Spouse	• Domestic Partner’s Parents
• Domestic Partner	• Son-in-Law
• Brother	• Daughter-in-Law
• Sister	• Grandparent
• Children	• Grandchild
• Domestic Partner’s Children	• Domestic Partner’s Grandchild

14.5.2. VACATION:

- a. Philosophy:** The City believes employees who are well rested and maintain a balanced life are more productive, dependable and provide a higher level of service to the citizens of the City of Olympia. Therefore, employees are encouraged to regularly schedule time away from the job.
- b. Acceptable Uses:** Vacation Leave may be used to compensate employees for absences from the workplace, which may include absence due to illness within the immediate family (**see 14.5.1.b**) and personal emergencies.
- c. Accrual:** For this purpose, Regular full-time employees accrue vacation leave according to the schedule below. Regular part-time employees who work at least 20 hours per week accrue vacation leave on a pro-rated basis according to the budgeted FTE authorization as shown in the complement.

VACATION ACCRUALS			
YEARS OF SERVICE*	HOURS PER MONTH / PAY PERIOD	YEARS OF SERVICE*	HOURS PER MONTH / PAY PERIOD
1	8 / 4	15, 16, 17	14 / 7
2	9 / 4.5	18, 19	15 / 7.5
3, 4, 5	10 / 5	20, 21, 22	16 / 8
6, 7, 8, 9	11 / 5.5	23, 24	17 / 8.5
10, 11, 12	12 / 6	25+	18 / 9
13, 14	13 / 6.5		

*Years of Service means continuous service from the last date of hire.

- d. Maximum Accruals:** Non-exempt employees may accumulate unused vacation leave up to a maximum of 320 hours (40 days). Exempt employees may accumulate additional hours; provided that each January 1, the maximum accrual does not exceed 480 hours (60 days). A list of exempt positions will be prepared annually by the Human Resources Department.

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e. Cash Out:

1. **Exempt to Non-Exempt Position:** Upon the effective date of the status change, an employee will be paid for the difference in accrued hours (up to 480 hours) and 320 hours (maximum accrual for non-exempt employees). Any amount of accrued leave in excess of 480 hours will be added to the 320 hour bank and accruals will be frozen until such time as the balance is below 320 hours; all hours used in the new bank will be paid at the new non-exempt rate.
 2. Upon separation from City service, accrued vacation leave, up to a maximum of 240 hours (30 days), will be paid to the employee (or his/her estate). Exempt employees will be paid for accrued vacation leave up to a maximum of 480 hours (60 days). At the employee's option, vacation cash out upon termination of employment, may be transferred to the city's 457 Deferred Compensation Plan.
- f. **Probation:** Probationary employees, in their original appointment with the City, accrue vacation leave during the probationary period, but use during probation is at the discretion of the supervisor.
- g. **Partial Day Absences for Exempt Employees:** Exempt employees who work only part their regularly scheduled work day will not have their vacation banks deducted or their pay reduced except when:
1. the employee is participating in a political activity on his/her own time; or
 2. the employee is taking time off in order to perform work for another organization for compensation; or
 3. when the partial day is contiguous with full days taken for purpose of vacation; or
 4. at the discretion of a department director on a case-by-case basis.
- h. **Scheduling:** Vacation scheduling should be based first on the operational convenience of the City as determined by the supervisor and second upon the preference of the employee.
- i. **Notification:** When an employee is absent, the employee is responsible for notifying his/her supervisor. If possible, the notification should be given prior to the start of the regularly scheduled shift. Additional notice requirements may be established by departments.
- j. **Documentation:** A supervisor may require documentation from a physician or other health care provider prior to approval of the use of vacation leave for medical reasons.

14.5.3. SICK LEAVE: REPLACED BY EHMP

14.5.4. FAMILY AND MEDICAL LEAVE: REPLACED BY EHMP

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14.5.5. BEREAVEMENT LEAVE:

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- a. **Immediate Family:** In the event of a death in the employee's immediate family (see section 14.5.1) or any individual living in the employee's household, regular full-time employees will be allowed up to three consecutive work days of bereavement leave with pay. Regular part-time employees will be allowed an equivalent amount of time off prorated according to the budgeted FTE authorization as shown in the complement. This leave will not be charged to the employee's vacation or sick leave bank. In extraordinary circumstances, additional time off may be approved by the department director or his/her designee and charged to sick leave, vacation or compensatory time earned.
- b. **Other:** In the event of the death of a member of the employee's family other than those set forth above, bereavement leave may be granted, at the discretion of the department director or his/her designee, and charged to the employee's sick leave accrual. If there is no sick leave available, the employee may use vacation leave or accrued compensatory time with the permission of the department director or his/her designee, or leave without pay with the permission of the City Manager.

14.5.6. LEAVE OF ABSENCE WITHOUT PAY:

- a. **Purpose:** Employees who wish to take a leave from City service may request a leave of absence without pay.
- b. **Approval:** Except for FMLA or *military leave purposes*, approval of a leave of absence without pay which exceeds ten (10) working days is at the discretion of the City Manager. Except in an emergency, the leave without pay must be approved in advance. Consideration will be given to the following:
1. The nature of the absence;
 2. The performance record of the employee;
 3. The impact upon the effective operation of the assigned department; and
 4. The availability of vacation and/or sick leave accruals.
 - 5.

A leave of absence without pay taken for medical reasons will only be granted after the employee's sick leave accrual is exhausted *and recovery is expected in the foreseeable future.*

A leave of absence without pay taken for other than medical reasons will only be granted after the employee's banked compensatory time and vacation or annual leave accrual is exhausted.

- c. **Duration:** A leave of absence without pay will not exceed twelve (12) months.
- d. **Service Break:** A leave of absence without pay is considered a break in City service when it exceeds ten (10) working days. During a service break no vacation or sick leave hours will accrue, benefit premiums will not be paid by the City (employees may continue benefits at their own expense, at no more than 102% of the applicable premium, as allowed by individual insurance carriers) and the anniversary date will be adjusted by the length of the service break.

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- e. **Vacation, Annual Leave, and Sick Leave Accruals:** Vacation, annual leave, and sick leave accruals will stop on the first day of the first full pay period of leave of absence without pay and will restart on the first day of the first full pay period after an employee returns to work

14.5.7. DUTY RELATED INJURY OR ILLNESS:

- a. **Filing Requirement:** For absence resulting from a work related injury or illness, an employee is required to notify his/her supervisor immediately and file an application for Worker's Compensation in accordance with State law.
- b. **Family and Medical Leave:** An employee who has a duty related injury or illness that qualifies as a serious health condition (See Appendix A) will be placed on Family and Medical Leave.
- c. **Additional Compensation:** An employee receiving time loss compensation may elect any of the following with regard to additional compensation.
 - 1. An employee may elect to receive only the time loss compensation available from the Workers Compensation benefit.
 - 2. An employee may elect to supplement time loss compensation with accrued sick leave. Sick leave may be used only to make up the difference between time loss compensation and the employee's regular salary.
 - 3. An employee may elect to receive vacation pay and/or pay for compensatory time off in addition to time loss compensation.
 - 4. An employee may elect to request a Leave of Absence Without Pay. The payroll office should be notified of election as soon as a determination of eligibility to receive benefits is received from the Department of Labor and Industries. Option (1) will apply until notification is received by the payroll office.

14.5.8. JURY DUTY: Employees who are absent from work to serve on jury duty will receive their regular City compensation. In addition, employees may keep all jury duty pay and expense money received for jury service. Time spent away from work for jury duty will not be deducted from vacation or sick leave accruals. If a recess or dismissal from jury service exceeds two (2) hours and occurs during the employee's normal work hours, the employee must report to work. Employees must notify their supervisor immediately when called to jury duty.

14.5.9. ADVERSE WEATHER CONDITIONS: City services are in even greater demand during periods of adverse weather (such as snow, ice, heavy rain, etc.). City employees are expected to report to work in spite of adverse weather conditions. If an employee is prevented from reporting to work under such circumstances, the employee may charge the day off to vacation leave, arrange to make-up the hours missed or take the day as unpaid leave at the discretion of the department director or his/her designee.

14.5.10. INFORMAL LEAVE FOR EXEMPT POSITIONS: For exempt positions, informal paid leave may be taken in recognition of the time demands of the positions, as mutually agreed by the employee and the department director, or his/her designee

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