



PAID ABSENCES

I. PURPOSE

To provide a means for employees to secure limited time off when such time is needed for various purposes that support our values based organization.

II. SCOPE

Except for administrative leave, which typically applies to exempt employees, and at a time the City has determined to be an emergency to other City employees, this policy applies to regular full-time employees.

III. POLICY

The City may provide paid absences for such things as training and development, civic duty, serious illness or death in immediate family, funerals, personal emergencies, administrative absences, and emergency management.

IV. PROCEDURE

A. Training and Development (Professional Development)

With approval of the Division Director, a supervisor may grant an employee leave with pay when the employee is away from their job site but is performing a function related to his/her job.

These functions include, but are not limited to, attending a professional conference, convention or training activity.



B. Special Absences

1. *Civic Duty*

a. *Jury Duty:*

1. An employee called for jury service shall be granted special absence with pay during such service and shall retain the fee paid by the courts.
2. An employee excused or released from jury service during working hours shall report to his/her work station unless otherwise instructed.
3. A copy of the jury summons shall be submitted to his/her supervisor to be submitted to payroll.

b. *Witness*

1. An employee will be excused with pay to fulfill his/her civic duty to testify as a witness in a judicial proceeding where the employee has no personal benefit when he/she is served with a subpoena.
2. If it is a personal matter or there is personal benefit in the proceeding, the employee may use vacation, compensatory time off, or personal holiday.

2. *Funerals*

- a. An employee may be excused with pay in order to attend a funeral of a member of his/her family (within the second-degree consanguinity and affinity) or a non-family member if approval is first received from his/her supervisor.
- b. Supervisors may require proof of funeral attendance and relationship to the deceased.
- c. This leave is limited to the time needed to travel to, attend, travel from the funeral, or attend to related personal business.
- d. Paid funeral leave shall not exceed three working days. Special circumstances will require the approval of the City Manager.



C. Administrative Time/Leave with Pay

Exempt employees are paid a base salary for all services rendered as opposed to payment of wages for actual hours worked. Accordingly, exempt employees are not entitled to overtime pay or compensatory time off. However, we do recognize that from time to time exempt employees must work excessive hours to meet customer and City needs. Examples of excessive hours might include working on projects that require working several nights in addition to normal daytime work, working on projects requiring frequent or prolonged weekend work, etc.

Supervisors may grant exempt employees administrative time off. Employees are encouraged to request administrative leave when they have worked excessive hours to meet customer and/or City needs.

Administrative leave is a benefit not to be considered compensatory time off, and accordingly will not be given on an hour off for hour worked basis, but rather at the sole discretion of the supervisor.

Approval of administrative time off requests will be based on management's judgement regarding availability of appropriate staffing to meet customer and City needs as well the employee's workload and time worked for that particular week.

Non exempt employees needing to be given an Administrative type leave will have the leave coded as "Leave with Pay."

D. Emergency Management:

During emergencies, all City employees may be granted administrative leave when, for safety reasons, they are not required to report to work.

V. REQUIREMENTS

- A. All absences must be pre-approved.
- B. Employees should indicate on their time sheets, with a notation at the bottom, the type of absence being compensated. (Professional Development, type of Special Absence, or Administrative Leave.)