

SUBJECT: PAID LEAVE

APPROVED BY:

EFFECTIVE

DATE: 03-22-10 (replaces 02-20-08)

Executive Director

Reviewed (no changes): \_\_\_\_\_  
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POLICY

It is the policy of McIntosh Trail CSB to administer employee leave and attendance policies consistent with the General Provisions contained in the State Personnel Board Rules and Regulations, Regulation 478-1-.18 (manual available in Personnel Office). These rules shall be applicable to all salaried employees.

Use of Leave:

1. An employee shall not be granted annual or sick leave before such leave is earned. An employee earns leave after being in pay status for 40 hours in any given pay period. Part time employees must be in pay status at least half of their scheduled hours to earn leave for the pay period. Part-time employees who work less than 20 hours per week do not earn leave. Employees who do not have leave accrued to cover the period of absence shall be placed on leave without pay. Employees must apply for extended leave without pay.
2. If an absence because of illness extends beyond the sick leave accrued to the credit of an employee, such additional leave shall be charged against accrued annual leave unless the employee requests leave without pay.
3. Annual and sick leave shall be charged in fifteen minute increments (1/4 hour, 1/2 hour or 3/4 hour).
4. Annual leave is accrued at the following rates:

<u>Length of Service</u>	<u>Monthly Accrual</u>
0-60 months	10 Hours/month (5 hours each pay period)
61-120 months inclusive	12 Hours/month (6 hours each pay period)
121 months and over	14 Hours/month (7 hours each pay period)

Annual leave shall be cumulative for not more than 360 hours. Any leave earned in excess of 360 hours at the end of any month is forfeited but may be restored to the employee as provided in Par. 18.302 of State Personnel Board Rules.

5. Sick leave is accrued at five (5) hours each pay period (10 hours/month). Sick leave shall be cumulative for not more than 720 hours. Any leave earned in excess of 720 hours at the end of any month is forfeited but may be restored to the employee as provided in Par. 18.302 of State Personnel Board Rules.
6. Part-time salaried employees accrue annual leave and sick leave at a rate commensurate with the percentage of the 40 hour work week at which they work.
7. Any period of leave extending longer than two weeks must be reported immediately to Personnel in writing.

PROCEDURE FOR REQUESTING LEAVE:

Submission of Leave Request:

Regardless of level of position, paid leave is a privilege and must be approved via leave request before taking time off.

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Annual Leave:

Annual leave must be requested and approved in advance by the employee's supervisor utilizing the leave request form unless an emergency prevents prior approval. In emergency situations, the employee's supervisor will decide whether the absence will be charged to annual leave or leave without pay.

Requests for annual leave for five days or more will be submitted at least two full weeks in advance. Requests for less than five days will be submitted no less than 24 hours in advance. Requests for one hour or less may be made verbally unless directed otherwise by supervisor.

Sick Leave:

Sick leave cannot always be planned; therefore, the employee must call his/her immediate supervisor or person designated to make schedule changes by the scheduled start time on the day of the absence and report his/her absence. A Leave Request Form will be completed upon their return. Planned sick leave must also be requested and approved by supervisor utilizing Leave Request Form.

Sick leave may be used for personal illness, dental or preventive medical care and for absences due to illness or accident.

The agency does not provide bereavement leave to its employees. However, employees are allowed to use up to 5 days of sick leave in the event of the death of an immediate family member. Decisions around who is immediate family are to be made by supervisors. Employees should request approval from their superior prior to taking the leave.

An employee on sick leave may be required to report each day by phone but shall not be required to provide documentation for use less than 17 hours in any thirty day period unless the employee has demonstrated excessive or abusive use of sick leave. Excessive or abusive use of sick leave shall be defined as a pattern of intermittent, short term usage. Establishment of this pattern includes, but is not limited to, the following indicators:

1. Frequent use of sick leave in conjunction with holidays, scheduled days off, or distribution of pay checks;
2. Frequent use of sick leave when scheduled for undesirable temporary shifts or assignments or during periods of peak work load;
3. Requesting sick leave for an absence for which annual leave has previously been denied;
4. Frequent occurrences of illness during the work day;
5. Peculiar and increasing improbable excuses;
6. Repetitive use of less than 17 hours of sick leave in 30 day periods;
7. Prior written notification of failure to adhere to procedures for approval of leave, inappropriate attendance, or inappropriate use of leave.

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Procedure - Sick Leave (continued)

Sick leave may be denied for reasons including, but not limited to, excessive or abusive leave, failure to follow proper requesting procedures, and falsification of documents. Supervisors should carefully review the request prior to denying the sick leave and should be able to support the denial of use of sick leave.

Terminal Leave:

Upon separation from employment, employees are entitled to payment of accrued Annual Leave up to a maximum of 360 hours. (Forfeited annual/sick leave and accrued sick leave are not reimbursable). The check for Terminal Leave will be processed one pay period after the employee's final salary check provided that proper documentation has been submitted to Payroll.

Court Leave:

Those employees who earn Annual Leave and Sick Leave are entitled to Court Leave when they are subpoenaed or summoned by a federal, state or local court to serve as a juror or a witness. A copy of the subpoena or summons must be attached to the leave request. Court leave shall not be granted if the employee is a litigant, defendant, or other principal party, or has a personal or any other familial interest in the proceeding.

Personal Leave:

Employees who have accumulated more than 120 hours of sick leave as of November 30<sup>th</sup> of any year may convert up to 24 hours of the accumulation in excess of 120 hours to personal leave. Written notification of such conversion shall be provided to the designated leave keeper no later than December 31<sup>st</sup> of that year.

Personal leave shall be available for use by an employee during the calendar year following the year of the conversion. Personal leave may be used by an employee for personal reasons upon approval of a Leave Request Form by the approving manager. The approving manager shall make every reasonable effort to accommodate requests to utilize personal leave. Employees shall normally be required to provide a 24 hour advance notice of intent to use personal leave.

Once an employee's election to convert sick leave to personal leave has been verified by the designated leave keeper, such election shall be irrevocable. Personal leave shall be forfeited and not restored to the employee if not used by December 31<sup>st</sup> of the year in which such leave was available to the employee or upon termination of the employee during such year.

Military Leave:

McIntosh Trail follows the provisions found in Section 18.500 of State Personnel Board Rules. Check with the Personnel Manager for specifics.

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Kidney Donation

1. An employee who donates a kidney for the purpose of transplantation shall receive a leave of absence with pay of 30 calendar days and such leave shall not be charged against or deducted from any annual or sick leave and shall be included as service in computing any retirement or pension benefits.
2. The employee shall not be entitled to such leave of absence unless the employee furnishes to the immediate supervisor or other proper authority a statement from a medical practitioner who is to perform such transplantation procedure or from a hospital administrator that the employee is making a kidney donation as provided in the above paragraph. This documentation must accompany the Leave Request Form.
3. If the donation does not occur, the provisions of No. 1 shall not be applicable.

Voting Time

Every employee is encouraged to exercise the right to vote. However, no administrative leave can be granted to employees for the purpose of voting if the polls are open two hours before and/or two hours after the scheduled work hours of the employee. If necessary, employees may request annual leave for voting purposes.

Blood Donation

1. Employees shall be granted administrative leave of not more than eight hours per calendar year for the purpose of donating blood. This absence shall be computed at two hours per donation, up to four times per year.
2. Time off for blood donation includes the time required to donate the blood and to recover from the donation. If the time allowed is not used at the time of each donation, no rights accrue for subsequent absence from duty or payment for the absence.

Procedure for Recording Leave

1. Approved hours of leave should be entered in the appropriate column(s) on the McIntosh Trail Work Hours Record (monthly time sheet) - Attachment No. 1.
2. The McIntosh Trail Work Hours Record should be completed and signed by the employee and should be forwarded to the employee's immediate supervisor on the last day of the month along with the corresponding leave request forms.
3. Supervisor's signature indicates approval for all leave, hours worked, and compensation time.
4. Each program has an assigned leave keeper who is responsible for ensuring accuracy of time sheets before they are submitted to the Payroll Office by the 10<sup>th</sup> of every month. The Payroll Paraprofessional audits leave records on an ongoing basis and at payment of annual leave.
5. All leave requests are to be kept on file at work sites for a continuous six month period.

Attachment: McIntosh Trail Work Hours Record (Sample)