

	<b>PERSONNEL POLICIES AND PROCEDURES</b>		<b>SUBJECT:</b>
	<b>NUMBER:</b>	<b>REVISIONS:</b>	<b>EFFECTIVE DATE:</b>
	LVE 1.01	3	8/7/2017
	<b>SUPERCEDES:</b>	<b>APPROVED AND ADOPTED BY MAYOR AND COUNCIL:</b>	
	1/1/2014	A. Max Bacon, Mayor      Date      City Administrator	

**PURPOSE:** To enable employees to have approved time away from work for vacations, personal activities, and/or the conduct of personal business.

### STATEMENT OF POLICY

The City enables eligible employees to earn and accrue annual leave which, upon approval, may be used for vacations, personal business, religious holidays other than those designated as official City holidays, and other personal activities of the employee. All City employees, both regular and working-test, shall accrue annual leave and be eligible to request the use of accrued annual leave from their date of employment with the City. All annual leave usage is subject to the written approval of the employee's immediate supervisor and department head.

Annual leave shall be accrued by regular or working-test *full-time* employees at the following rate:

#### ***Regular or Working-Test Full-Time Employees (except Police/Detention/911 and 24/48 Fire/EMS)***

##### Employment Service

##### Rate of Accrual

0 – 5 Years of Service	3.08 hours bi-weekly (80 hours per year)
6 – 14 Years of Service	4.62 hours bi-weekly (120 hours per year)
15 - 24 Years of Service	6.16 hours bi-weekly (160 hours per year)
24+ Years of Service*	7.70 hours bi-weekly (200 hours per year)

#### ***Police/Detention/Communication Officers\* (Accrual rate includes 3.08 Holiday hours)***

##### Employment Service

##### Rate of Accrual

0 – 5 Years of Service	6.16 hours bi-weekly (80 AL + 80 Holiday)
6 – 14 Years of Service	7.70 hours bi-weekly (120 AL + 80 Holiday)
15 – 24 Years of Service	9.24 hours bi-weekly (160 AL + 80 Holiday)
24+ Years of Service*	10.78 hours bi-weekly (200 AL + 80 Holiday)

#### ***Fire/EMS Personnel- 24/48 Shift\* (Accrual rate includes 4.62 Holiday hours)***

##### Employment Service

##### Rate of Accrual

0 – 5 Years of Service	8.93 hours bi-weekly (112 AL + 120 Holiday)
6 – 14 Years of Service	11.08 hours bi-weekly (168 AL + 120 Holiday)
15 - 24 Years of Service	13.24 hours bi-weekly (224 AL + 120 Holiday)
24+ Years of Service	15.39 hours bi-weekly (280 AL + 120 Holiday)

\* Only full time employees hired on or before June 30, 1998 will be permitted to accrue a fifth week of annual leave at this rate.

Part-time employees (regular or working-test) who hold positions with regular schedules of at least twenty (20) but less than 32 hours per week shall accrue annual leave at one-half (½) the rate of full-time regular employees with the same length of service. Part-time employees who work less than twenty hours per week will not earn annual leave.

Temporary workers are not entitled to annual leave.

Employees rehired within 3 months of last separation from the City will be reinstated to the same leave accrual level (years of service) held at the time of separation.

### ***Procedures***

Immediate supervisors and department heads are responsible for managing the annual leave usage in their respective departments and for administering the provisions of this policy. Use of annual leave shall be scheduled at such times as the respective immediate supervisor and department head find suitable after considering the request of the employee and the requirements of the department. Approval of annual leave requests shall be given only when the efficiency and effectiveness of City operations will not be adversely affected. Unless approved by the City Administrator, a department head and the next highest-ranking employee in the department shall not take annual leave at the same time.

All requests for annual leave must be submitted via the City's timekeeping system prior to the commencement of the requested leave. Annual leave shall be requested and approved in increments of not less than one-half (½) hour.

Annual leave **will not be** granted before such leave actually accrues to the employee's credit.

***Maximum Accumulation of Annual Leave*** - No more than 120 hours of accrued annual leave, therefore, may be carried forward at the end of the year into the next calendar year except for full-time Fire/EMS 24/48 shift personnel who may accrue a maximum of 168 hours. Each year, on December 31, accrued annual leave in excess of the maximum allowed (*i.e., either 120 or 168 hours, respectively*) will be forfeited by the employee.

If, in the opinion of the department head, work requirements are such that an employee cannot take his or her accrued annual leave hours in excess of the maximum allowed (*i.e., either 120 or 168 hours, as applicable*) before December 31, the hours may, *with the approval of the department head and concurrence of the Human Resources Director and the City Administrator*, be carried over and taken in the first six months of the following year.

In order to be genuinely productive, employees occasionally need some time away from work. Every employee is strongly encouraged to properly request and use accrued annual leave during the year to rejuvenate themselves and to attend to personal business.

All accrued annual leave, to the maximum allowed of either 120 or 168 hours (as described above) will be paid to the employee upon termination (either voluntary or involuntary).

***Death*** - In the event of the death of an employee who has accrued annual leave, the beneficiary or estate of the employee will be entitled to payment for all accumulated annual leave credited to the employee, up to the maximum allowed.

### **ANNUAL LEAVE DONATION**

Current city employees may request to voluntarily donate their earned annual leave to another city employee during certain life-threatening circumstances as considered and approved by the City Administrator.

When reviewing such requests, the City Administrator will consider the following:

- a) The nature of the illness or injury surrounding the request: Is the proposed recipient facing a life or death situation such as organ transplant, cancer treatment, etc?
- b) Has the proposed recipient been employed by the City of Smyrna for at least twelve months?
- c) How has the proposed recipient utilized his/her sick leave during employment with the City of Smyrna: Is it clear that the employee has not abused the sick leave in the past?
- d) Has the proposed recipient exhausted (or will he/she exhaust) all other forms of leave

(annual/sick/compensatory?)

Employees who desire to voluntarily donate annual leave to another city employee should request the appropriate form from the Human Resources Department.

Completed forms must be signed and forwarded to Human Resources. The Human Resources Director or designee will verify the relevant information and forward the information to the City Administrator (or designee) for review and consideration.

After a decision has been made by the City Administrator (or designee), the Human Resources Director or designee will notify the respective department head who, in turn, will notify the requestor and the proposed recipient of the decision. The Human Resources Director will notify the HR Technician of approved donation of annual leave so that the appropriate transfer is reflected in the city leave records.