



ADMINISTRATIVE PROCEDURE

SUBJECT: Personal Leave

NO. HR 42.0 AP

DATE: August 1, 2014

I. PURPOSE

The purpose of this procedure is to define personal leave for full-time City employees.

II. SCOPE

This procedure applies to all full time employees, except Police and Fire personnel covered under collective bargaining agreements.

III. PROCEDURE

Effective August 1st of each year, each full-time employee shall receive forty (40) hours of personal leave. Airport public safety officers who work shifts of twenty-four (24) hours on and forty-eight (48) hours off, who shall receive sixty (60) hours of personal leave.

Full-time employees hired on or between August 2nd to April 30th shall receive personal leave hours as follows in the first year they are employed:

Hired on or between August 2nd through October 31st shall receive 30 hours;

Hired on or between November 1st through January 31st shall receive 20 hours;

Hired on or between February 1st through April 30th shall receive 10 hours;

Any employee hired on or between May 1st through July 31st shall not receive personal leave hours until personal leave hours are awarded on August 1st.

Full-time Airport Public Safety Officer hired on or between August 2nd to April 30th shall receive personal leave hours as follows in the first year they are employed:

Hired on or between August 2nd through October 31st shall receive 45 hours;

Hired on or between November 1st through January 31st shall receive 30 hours;

Hired on or between and February 1st through April 30th shall receive 15 hours;

Any employee hired on or between May 1st through July 31st shall not receive personal leave hours until personal leave hours are awarded on August 1st.

IX. PERSONAL LEAVE BENEFIT

Personal leave hours must be requested and approved in advance like vacation accrual, but are non-cumulative.

Personal leave must be taken by July 31st of each year.

Personal leave may be used within the first six (6) months of employment with the city.

Personal leave hours are not paid out at termination.

X. QUESTIONS REGARDING THIS PROCEDURE

Questions regarding this procedure shall be directed to the Director of Human Resources, or designee, who may be contacted at 361-826-3315.

Specific questions on completing payroll timesheets should be directed to the Payroll Section of the Finance Department at 361-826-3645 or 361-826-3646.