DIVISION 3. LEAVE POLICY[1]

Sec. 2-51. Definitions.

As used in this division, the following terms shall have the meaning indicated:

City employees are those employed by the city and paid with city funds with the approval of the city manager.

Employee's immediate family consists of the employee's spouse and children and the employee's or spouse's father, mother, brothers, sisters, grandparents or legal guardian.

Leave category I is the category occupied by employees during the first ten (10) years of service with the City of Laredo.

Leave category II is the category assigned to those employees who have over ten (10) years but not more than fifteen (15) years of service with the City of Laredo.

Leave category III is the category assigned to those employees who have over fifteen (15) years of service with the City of Laredo.

Leave year shall mean twenty-six (26) pay periods beginning with the first full pay period in the calendar year and ending with the last pay period which begins in that same calendar year.

Normal tour of duty shall mean eight (8) hours a day, Monday through Friday.

Uncommon tour of duty shall mean any tour other than the normal tour of duty.

Orientation employees are those city employees hired as regular employees and who must satisfactorily complete twelve-month orientation period.

Regular full-time employees are those city employees assigned to work a full work week on a position without time limitation.

Regular part-time employees are those city employees assigned to work less than a full work week on a position without time limitation.

Service computation date (SCD). Employees who have prior periods of service with the city may have a service computation date (SCD) different from the entrance on duty date (EDD). The employee may be given credit for the prior period of actual service less a deduction equal to the period of time not on the city's rolls, except for persons who were reduced in force for whom credit for the full period of prior employment may be given as provided in section 2-75.

Temporary employees are those city employees assigned to positions with a time limitation.

Cross reference(s)—Rules and construction and definitions generally, § 1-2.

Sec. 2-52. Objectives.

The personnel policies and procedures described in this division are designed to bring to the city personnel function a high degree of understanding, cooperation, efficiency, and unity through systematic, uniform application of modern personnel practices. Objectives of the city personnel management system are:

(1) To promote and increase efficiency, responsiveness to the public and economy in the administration of the city's personnel.

(2) To provide fair and equal opportunity for qualified persons to enter in the city's rolls in a manner based on merit and fitness ascertained through fair and practical personnel management methods.

(3) To maintain recruitment, advancement, and tenure practices that enhance the attractiveness of a career with the city and encourage each employee to give his/her best effort to the city and the public.

(4) To maintain consistent, up-to-date position classification and compensation plans based on the relative duties and responsibilities of positions in the city government.

(5) To promote high morale among city employees by fostering good working relationships and by providing uniform personnel policies, opportunities for advancement, and consideration of employees' needs and desires.

Sec. 2-53. Equal opportunity policy.

The city's equal employment opportunity policy is that there will be no discrimination on the basis of race, color, religion, sex, national origin, age, handicap or political affiliation in effecting personnel actions. A copy of the city's equal employment opportunity program booklet is available for employees' review in each department.

Sec. 2-54. Applicability of division.

The personnel policies and procedures set out in this division shall apply to all city employees except where inconsistent with state law, charter, or ordinance. Persons employed under contract and to supply professional and technical service and personnel appointed to serve without pay shall not be considered city employees for purposes of these policies.

Sec. 2-55. Dissemination of division provisions.

All city employees shall be informed of the existence of the policies set out in this division and each department shall keep at least one copy available for the employees' review.

Sec. 2-56. Responsibility for personnel management.

(a) The overall responsibility for personnel management rests with the city manager, who may delegate it as necessary and proper.

(b) The human resources director is delegated the responsibility for developing, administering, and interpreting personnel policies and procedures as they apply to all city employees. The human resources director shall advise management in all areas of personnel administration

including employee-management relations, training and career development, and employee health, safety, and morale.

(c) Department director and subordinate management personnel are responsible for enforcing the provisions of the policies set out in this division and for cooperating with the human resources director on all related matters pertinent to their organizations.

(d) Every city employee must carry out his/her responsibilities to the best of his/her ability.

Sec. 2-57. Administrative workweek.

(a) The administrative workweek for city employees shall begin on Sunday at 12:01 a.m., and end on Saturday at 12:00 midnight.

(b) The basic workweek for all full-time City employees, except those whose positions require stand-by time, shall consist of forty (40) hours, in accordance with the Fair Labor Standards Act (FLSA). While the typical schedule consists of five (5) eight (8) hour workdays, Monday through Friday, certain departments may implement alternative work schedules to meet operational needs. These alternative schedules may include workweeks that occur on Saturdays and/or Sundays and may consist of ten (10), twelve (12), or twenty-four (24) hour workdays or shifts, provided the total hours worked do not exceed forty (40) hours per workweek or as specified in a Collective Bargaining Agreement. Employees will be given reasonable advance notice of any schedule changes, except in cases of emergency or unforeseen operational demands. Any hours worked in excess of forty (40) hours in a designated workweek will be compensated in accordance with FLSA provisions governing overtime compensation; or as specified in a Collective Bargaining Agreement.

(c) All city offices rendering services to the public shall be open continuously from 8:00 a.m. to 5:00 p.m. The lunch period for employees in these departments will be staggered so as to allow the office to provide continuous service from 8:00 a.m. to 5:00 p.m.

(d) The forty-hour tour of duty as herein provided for may be scheduled to include Saturday and Sunday, but only when in adherence to the normal tour of duty would hamper operations. Approval of uncommon tours of duty as set herein must be requested in writing by the department director, in writing, from to the personnel submitted to the human resources department prior to implementation of the proposed schedule.

Sec. 2-58. Holidays.

(a) The city council shall designate the official city holidays annually with the adoption of the city budget at the recommendation of the city manager. In addition, after being employed with the city for one (1) year, full-time regular employees shall be entitled to three (3) personal holidays per fiscal year. The date of personal holidays is subject to department director approval.

(b) The City Council will allocate two (2) wellness incentive days each fiscal year for regular full-time employees who complete the required wellness activities. Employees must request these wellness days at least three days in advance to ensure departmental efficiency. Wellness days cannot be carried over to the next fiscal year. Each wellness day must be taken in full day and cannot be split or used to cover partial hours.

The department shall insure that each one (1) of their employees take the holiday assigned to them for that fiscal year; the employee shall take the personal holiday before the end of the fiscal year or lose it. If the employee has to work on their designated holiday, they will be allowed to reschedule their holiday as determined by their department director. To ensure operating efficiency of the department, the employee must submit a three-day written notice unless a personal hardship does not allow for an advance notification.

(b) As many employees as possible shall be given each holiday off consistent with the maintenance of essential city functions.

(c) Full-time regular employees are entitled to paid holidays. Holiday pay will be applied based on the employee's regularly scheduled hours for that day under their approved schedule (e.g., 8, 10, 12, or 24 hours).

(d) Part-time employees and temporary employees (this includes seasonal, co-operative students, and interns) hired after July 2, 2006, will not be entitled to holidays with pay.

(e) Department director shall ensure that eligible employees working unusual schedules or on shifts receive benefit of the full number of official holidays.

(f) When a holiday falls on a regularly scheduled workday, that day is observed as the holiday. When a holiday falls on a non-workday, the day that is observed as a holiday is determined as follows;

(1) *Normal tour of duty.* For employees whose basic workweek is Monday through Friday, a holiday falling on Sunday is observed on the following Monday, and a holiday falling on Saturday is observed on the preceding Friday.

(2) *Uncommon tour of duty.* For employees whose basic workweek is scheduled on days other than Monday through Friday, the day observed as a holiday is determined as follows:

a. When the employee's regularly scheduled workdays include Sunday, the first non-workday in the administrative workweek is designated as a day in lieu of Sunday. When a holiday falls on the non-workday designated as Sunday, the next regularly scheduled workday is observed as a holiday.

b. When a holiday falls on a non-workday other than the non-workday designated as Sunday the workday immediately preceding the day is observed as a holiday.

(g) An employee on leave of absence without pay status on the holiday or on the scheduled workday immediately preceding or following the holiday shall not receive pay for the holiday.

(h) Employees desiring to observe religious holidays not coinciding with official holidays may be given time off without pay or may be authorized to use accrued annual leave.

Sec. 2-59. Annual leave.

The following will apply to a full-time regular employees not covered by a collective bargaining agreement. Part-time regular employees are not entitled to annual leave.

(a) Earned annual leave (A.L.) as follows:

(1) Zero to ten (10) years of service*:* Accrual equivalent to 80 hours per year, 3.08 A.L.

(2) Ten (10) to fifteen (15) years of service: Accrual equivalent to 96 hours per year, 3.69 A.L.

(3) Over fifteen (15) years of service: Accrual equivalent to 120 hours per year, 4.62 A.L.

(b) An employee must be currently employed for a continuous period of six (6) months before any annual leave earned may be used or paid upon termination.

(c) (1) Annual leave shall not accrue for employees paid less than forty (40) hours in a pay period. Employees paid less than seventy-nine (79) hours but at least forty (40) hours in a pay period shall accrue one-half of the employee's usual rate of accrual for that pay period.

(2) Annual leave shall not accrue after forty-five (45) working days for serious illness pay hours.

(3) Annual leave shall not accrue after forty-five (45) working days for workers' compensation (injury-with-pay hours and injury-without-pay hours) from the date of injury.

(d) The maximum amount of annual leave that an employee may carry over from one (1) year to the next is sixty (60) days (four hundred eighty (480) hours). Any annual leave to the employee's credit over the sixty (60) days (four hundred eighty (480) hours) maximum will be transferred and added to the employee's sick leave accrual balance at the end of the fiscal leave year.

For employees who are hired on or after October 1, 2018, the maximum amount of annual leave that an employee may carry over from one (1) year to the next is twenty-two (22) days, one hundred seventy-six (176) hours. Any annual leave to the employee's credit over the twenty-two (22) days, one hundred seventy-six (176) hours will be forfeited.

(e) Holidays falling within a scheduled annual leave period shall not be charged as leave.

(f) Employees who leave city employment after a minimum of six (6) months employment will be paid a lump sum for the annual leave balance to their credit up to a maximum of sixty (60) days (four hundred eighty (480) hours). If an employee dies, the lump-sum payment made to his/her beneficiary will include payment for all the annual leave to the employee's credit at the time of death.

For employees who are hired on or after October 1, 2018, who leave city employment, retire, or upon death, after a minimum of six (6) months' of employment will be paid a lump sum of the annual leave balance to their credit up to a maximum of twenty-two (22) days, one hundred seventy-six (176) hours.

(g) Annual leave is provided to allow employees time off for vacations/annual leave, personal, and emergency purposes. Except in cases of emergency, annual leave must be requested by the employee in advance. Approving authority for granting scheduled or emergency annual leave rests with the department director. The final determination as to the time and the amount of annual leave granted at any specific time is made by the department director.

(h) Department directors shall schedule or approve vacations giving due consideration to the needs of the city and the interests of the employees. Leave schedules should be prepared during the month of January.

(i) Annual leave may be charged in any increments of time and becomes available for use on the pay period following the pay period on which it is earned.

(j) City employees transferred, promoted or demoted retain accrued annual leave.

(k) Annual leave shall not be advanced to employees.

(l) Annual leave credits are not transferable between employees.

(m) Employees who have been participants in the Transamerica Retirement System and who were hired prior to July 1, 1980, will not accrue any annual leave from May 22, 1983, to December 31, 1983. For those employees hired after July 1, 1980, the following schedule for not accruing annual leave will be used:

Those Hired	No Leave Accrual
From July 1, 1980, to Sept. 30, 1980	From May 22, 1983, to Dec. 3, 1983
From Oct. 1, 1980, to April 30, 1981	From May 22, 1983, to Nov. 5, 1983
From May 1, 1981, to Oct. 31, 1981	From May 22, 1983, to Oct. 8, 1983
From Nov. 1, 1981, to April 30, 1982	From May 22, 1983, to Sept. 10, 1983
From May 1, 1982, to Oct. 31, 1982	From May 22, 1983, to July 30, 1983
From Nov. 1, 1982, to April 30, 1982	From May 22, 1983, to July 2, 1983

(Ord. of 12-4-79, Ch. II, § 4; Ord. No. 83-36, §§ 7—11, 4-19-83; Ord. No. 87-27, §§ 1, 2, 2-2-87; Ord. No. 99-279, § 1, 9-27-99; Ord. No. 2006-O-149, § 1, 7-3-06; Ord. No. 2011-O-143, 10-17-11; Ord. No. 2018-O-139, § 1, 9-25-18)

Sec. 2-60. Sick leave.

(a) Regular full-time employees earn sick leave at the rate of two (2) hours per pay period, for a total of 52 hours a year (based on 2 hours per pay period.

(b) Part-time regular employees hired prior to July 12, 2006, shall accrue sick leave in proportion to time worked. Regular part-time and temporary employees (this includes seasonal, co-operative students, and interns) hired after July 2, 2006, are not entitled to accrue sick leave.

(c) (1) Sick leave shall not accrue for employees paid less than forty (40) hours in a pay period. Employees paid less than seventy-nine (79) hours but at least forty (40) hours in a pay period shall accrue one-half of the employee's usual rate of accrual for that pay period.

(2) Sick leave shall not accrue after forty-five (45) working days for serious illness pay hours.

(3) Sick leave shall not accrue after forty-five (45) working days for worker’s compensation (injury with pay hours and injury without pay hours) from the date of injury.

(d) Accumulation of sick leave credits shall be unlimited.

(e) Sick leave may be charged in any increments of time and becomes available for use at the end of the pay period during which it is earned.

(f) Sick leave is a qualified right of the employee and may be used for absences due to his/her and/or immediately family (as defined in this article):

(1) When incapacitated for performance of duties by sickness, off-the-job injury, pregnancy, and confinement.

(2) For medical, dental, or optical examination or treatment.

(3) When a member of the employee's immediate family in the employee's household is afflicted with a contagious disease and requires quarantine of the entire family.

(g) Sick leave for prearranged medical, dental, or optical examination or treatment must be requested in advance of the absence. Sick leave for absence because of illness, injury, or other circumstances of incapacity which are not known in advance must be requested as soon as possible after the beginning of the absence, normally within the first four (4) hours of the workday.

(h) Sick leave of more than three (3) consecutive workdays must be supported by a medical certificate. If the employee is not attended by a physician, the employee must certify as to the nature of the incapacity and such certification may be accepted or denied by the department director.

(i) A medical certificate to cover sick leave absences of less than three (3) consecutive workdays may be required if the department director had reason to believe the employee is abusing the use of the sick leave. The department director may request and obtain verification of the circumstances surrounding any use of sick leave.

(j) Employees shall be paid for accrued sick leave upon separation from city employment upon death, retirement under a city retirement program or under Social Security in which case accrued time up to ninety (90) days (seven hundred twenty (720) hours) will be paid. Employees who are hired on or after October 1, 2018, who leave city employment, retire, or upon death, shall not be paid for any accrued sick leave.

(k) Sick leave credits are transferable between employees unless otherwise stated in a collective bargaining agreement.

(l) Employees who have been participants in the Transamerica Retirement System and who were hired prior to July 1, 1980, will not accrue any sick leave from May 22, 1983, to December 31, 1983. For those employees hired after July 1, 1980, the same schedule provided under subsection 2-59(m) of this chapter applies.

(m) A serious illness program was established by crediting one (1) hour per pay period per employee to an account against which employees will be allowed to charge days used under the following conditions:

(1) The employee has completed six (6) months' service.

(2) The employee has been sick for five (5) consecutive working days and is under a doctor's care.

(3) The request is approved by the department director and the Human Resources Director. A second doctor's opinion may be requested by the department director or the human resources director, at the employee's expense.

(4) Maximum days payable from the serious illness program for any one (1) employee on a cumulative basis is one (1) day for each full month of employment.

(5) Failure to provide regular medical reports to the employee health nurse and failure to comply with all medical recommendations or appointments will immediately terminate the use of the serious illness program.

(6) The serious illness program has been created for serious illness. This program is not mandatory and employees who are not otherwise prevented by the terms of a collective bargaining agreement may participate at their election. An illness which requires daily or continuing treatment, as certified by a healthcare provider, that necessitates required convalescence and/or treatment for an illness, off the job injury, surgery, impairment, or physical/mental condition that meets any of the following medical conditions:

a. Involves in-patient care in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such in-patient care for a period of more than five (5) consecutive working days.

b. Continuing treatment by a health care provider (e.g. licensed physician, chiropractor, family nurse practitioner, and psychiatrist) that consists of a period of incapacity for more than five (5) consecutive working days that also involves treatment at least once by a health care provider which results in a regimen of continuing treatment that is of incapacitating nature involving inability to perform all of the physical job requirements needed to perform the full work capacity.

c. Surgery which is followed by a period of recovery requiring the employee to remain bedridden.

d. Periods of incapacity related to pregnancy and childbirth with regard to which the following rules apply:

1. The maximum number of days which may be used for normal deliveries is fifteen (15) working days.

2. Cases involving surgical procedures entitle the employee to twenty (20) working days.

3. When the attending physician certifies that the patient must remain in bed or lose the baby and/or endanger the mother's health, the condition qualifies for the serious illness program. Provided the employee is eligible time-wise, up to sixty (60) days may be approved from the serious illness program for those employees who have been diagnosed by the doctor as requiring absolute bedrest.

e. Severe chronic conditions—episodic incapacity (e.g. incapacitating diabetes, epilepsy, etc.); long-term incapacitating conditions (e.g. Alzheimer's, cancer, heart related disease, kidney/renal failure, liver/hepatic failure, cerebral vascular disease); psychological events (e.g. schizophrenia, bi-polar disorder, clinical depression, anxiety disorder, obsessive compulsive disorder, alcoholism, etc.) or multiple treatments for chemotherapy and dialysis.

f. In the event that the employee is injured or becomes ill due to involvement in any type of criminal activity, except for minor traffic offenses, the employee will not qualify for this benefit.

(n) Sick leave buy-back. Employees may select one (1) of the following options:

(1) The city may elect to purchase six (6) days of unused sick leave days from employees who may elect to sell such sick leave days and who have accumulated at least sixty (60) days (four hundred eighty (480) hours) of sick leave prior to October 1 of that current fiscal year. Only city employees who participate in an approved deferred-compensation plan shall be eligible to sell unused sick leave days, not to exceed six (6) days, at face value. All monies paid by the city for any unused sick leave purchased under this policy shall be deposited directly to the employee's account in such deferred compensation plan no later than the first pay day in December of each fiscal year.

(2) The city may elect to purchase six (6) days of unused sick leave days at a rate of two (2) days of unused sick leave in exchange for one (1) paid day not to exceed three (3) paid days, from any employee who has accumulated at least sixty (60) days (four hundred eighty (480) hours) of sick leave prior to October 1 of that current fiscal year. The city shall issue these checks no later than the first pay day in December of each fiscal year.

(Ord. of 12-4-79, Ch. II, § 5; Ord. No. 83-36, §§ 12—14, 4-19-83; Ord. No. 90-124, §§ 1, 2, 8-20-90; Ord. No. 93-237, § 1, 11-15-93; Ord. No. 99-279, § 2, 9-27-99; Ord. No. 2006-O-149, § 1, 7-3-06; Ord. No. 2011-O-143, 10-17-11; Ord. No. 2018-O-139, § 1, 9-25-18)

Sec. 2-61. Other leave.

(a) *Military leave.* Leave for the purpose of responding to orders of the military services as a member of the active service, reserve units, national guard, or other official special units will be granted to all regular employees for a maximum of fifteen (15) workdays paid leave per calendar year subject to the following conditions:

(1) All requests for leave must be supported by a copy of the order, directive, notice, or other document requiring absence from scheduled work.

(2) Time required over and above the maximum allowed must be taken as annual leave or leave without pay.

(3) In the event an employee is called to active duty pursuant to an order of the president of the United States for an extended period of time (more than fifteen (15) workdays) and for purposes other than determining physical fitness and/or for training, then that employee shall be allowed to draw on any compensatory time that they may have accumulated. Compensatory time shall be withdrawn in such a manner as to supplement the employee's base pay. Use or withdrawal of compensatory time shall be implemented in such a way as to ensure the cumulative base pay (military base pay + compensatory time) shall equal the earnings the employee would have received had he remained a full-time or part-time employee of the city. In no event however, shall the employee draw designated leave for more than ten-working-day increments per pay period.

This military differential pay program is not mandatory and employees who are not otherwise prevented by the terms of a collective bargaining agreement may participate at their election. Any eligible employee electing to participate in this program shall be responsible for providing any military orders and documentation (monthly leave earnings statements) that are required to determine military leave status and/or military base pay.

An exception from the requirement that the call to active duty be pursuant to an order of the president of the United States and from the disqualifying factor that the purpose for the active duty is not for training shall be made for employees called pursuant to an order of the governor of the state for an extended period of time (more than fifteen (15) workdays) to state active duty in accordance with state law (HB 2513, effective September 1, 2025), or to active duty under Title 32 of the United States Code.

(4) Upon exhausting all military leave and compensatory time, the city will supplement military base pay with the difference between the employee's military base pay and the employee's base pay with the city. The employee must use his/her military leave and compensatory time leave balances not exceeding a normal work week (no more than ten (10) working days) until these leaves have been exhausted.

If the employee's military base pay is less than his/her current city base pay, the employee will use military leave and compensatory time balances to supplement the total difference between the military base pay and the city base pay during active duty. Once military leave and compensatory time (with the exception of sick leave and annual leave) have been exhausted, the employee's military base pay will be supplemented by the city as previously stated.

Employees who are not able to execute and file the necessary forms for receipt of supplemental pay with the Human Resources Department will need to grant power of attorney to someone who will handle these matters for him/her.

Employees who are activated will coordinate with their payroll assistants to ensure that all documentation has been submitted. In order to use military leave and compensatory time balances, the employee must sign a "request for leave" form indicating the maximum amount of leave requested for each type of leave (military leave and compensatory time balances). The employee must provide the payroll assistant with his/her leave earnings statement (LES) each month to calculate the differential pay.

The department payroll assistant will process and submit the supplemental pay form to the human resources department, Recruitment & HRIS division. The human resources department Recruitment & HRIS division will then coordinate payment with finance department.

Automatic voluntary deductions will not be made for supplemental base pay. Therefore, it will be the employee's responsibility to make other arrangements with those organizations receiving these payments through the city's payroll system.

(b) *Court/jury leave.* Employees called for jury service or who appear before or participate in any civil or criminal court proceeding by virtue of city employment shall be granted court leave with pay. Court leave is not charged to annual or sick leave, and will be coded with its corresponding payroll code for payroll recordkeeping. Employees will be required to

provide proof of jury summons and/or duration of attendance by the department director. Upon release of official jury duty, employee is mandated to return to regular work schedule/assignment.

(c) *Special leave.*

(1) Employees may be granted up to two (2) hours voting leave in order to vote in an official election when their working schedules make it very difficult to get to the polls between 7:00 a.m. and 7:00 p.m.

(2) A department director may grant an employee up to two (2) hours of leave to donate blood.

(d) *Maternity leave.* When a pregnant employee is unable to work due to her pregnancy, she may request any sick, annual leave, comp time and/or serious illness pay hours accrued to her credit for maternity purposes. Once she has exhausted her leave she may request leave without pay to cover the remainder of her term of incapacity.

(e) *Funeral leave.* A department director may grant a regular employee up to three (3) working days of absence with pay (based on employee's shift schedule) without charge to sick or annual leave in the case of a death in the employee's immediate family.

(f) *Administrative leave.*

(1) With the approval of the city manager, a department director may grant administrative leave in the event of severe inclement weather, or in the case of a disaster.

(2) With the approval of the city manager, a department director may grant administrative leave on a case by case basis on sensitive issues as determined by the city manager or on any other event that the city manager considers necessary.

(3) The city manager will have the discretion to approve administrative leave with pay or without pay.

(g) *Injury leave.* When a city employee is injured on the job and is unable to report for work, his absence will be charged as follows:

(1) Work hours lost on the day of the injury will be charged as "injury with pay."

(2) Time lost as a result of the on-the-job injury beyond the date of the injury will be charged as follows:

a. An employee will be placed on "injury leave with pay" (IP) for the workdays in the first seven (7) calendar-day period after injury occurs.

b. After the seven (7) calendar-day period, the employee injured on the job will be placed on "injury leave without pay" (IW) and will receive worker's compensation from the insurance company carrying the city's worker's compensation program.

c. Compensation for on-the-job injuries begins to accrue on the eighth day after the first day off from work. If incapacity continues for four (4) weeks or more, the initial week of compensation is paid to the employee retroactively by the insurance company. Employees will be required to turn the check for that initial week paid retroactively back to the city since the employee was carried on "injury leave with pay" for that period.

d. Employees incapacitated for duty due to an on-the-job injury for more than one (1) year are required to furnish to the employee health nurse a doctor's current certification attesting to the probable length of the continued disability.

(Ord. of 12-4-79, Ch. II, § 6; Ord. No. 83-36, §§ 15, 16, 4-19-83; Ord. No. 91-038, § 1, 3-4-91; Ord. No. 2004-O-313, § 1, 12-6-04; Ord. No. 2006-O-297, § 1, 11-20-06; Ord. No. 2011-O-143, 10-17-11; Ord. No. 2019-O-195, § 1, 11-18-19)

Sec. 2-62. Absence without pay.

(a) Leave without pay may be granted under justifiable conditions. Leave without pay for over thirty (30) working days may only be granted if it is for the benefit of the city and the welfare of the employee and then only with the approval of the city manager.

(b) Request for extended leave without pay must be in writing, stating purpose of the leave and expected date of return.

(c) Employees granted extended leave without pay do not accrue annual and sick leave during the period of absence.

(d) Extended leave without pay will not be granted for more than one (1) year other than that covered under subsection 2-61(g), "injury leave."

(e) Approved leave of absence without pay is not considered break in service. The employee's service credit will be adjusted upon return from absence without pay to exclude the period of absence without pay.

(f) Absence without pay is not charged against any accrued leave.

(Ord. of 12-4-79, Ch. II, § 7; Ord. No. 83-36, § 2, 4-19-83)

Sec. 2-63. Absence without leave.

An employee who fails to report for duty or to remain on duty as scheduled without proper authorization shall be charged as absent without leave and shall not be paid for the time involved. Such absence is subject to disciplinary action and may be grounds for separation from employment with the city.

(Ord. of 12-4-79, Ch. II, § 8)

Secs. 2-64—2-70. Reserved.