

CITY OF SAN ANTONIO



Administrative Directive	AD 4.4 Leave Administration
Procedural Guidelines	Policy and Procedures applicable to Leaves and Holidays
Department/Division	Human Resources/Benefits
Effective Date	June 1, 2007
Revised Date(s)	July 1, 2015; October 1, 2016
Last Reviewed	N/A
Owner	Human Resources Department

Purpose

This administrative directive (AD) provides guidelines for the types of leave available to eligible City of San Antonio (City) civilian employees.

Policy

The City allows civilian full-time employees to accrue and take leave for vacation, illness or other personal matters. The City also has additional leave benefits for paid and unpaid leave. This AD does not apply to uniformed employees under collective bargaining agreements and trainees attending the Police and Fire Academies.

It is intended that the Annual Leave and Personal Leave provided by this AD may be used for and shall comply with any federal or state law requirement to provide paid sick/medical leave.

Policy Applies To

<input type="checkbox"/> External & Internal Applicants	<input type="checkbox"/> Temporary Employees
<input checked="" type="checkbox"/> Full-Time Employees	<input type="checkbox"/> Volunteers
<input checked="" type="checkbox"/> Part-Time Employees (only as specified)	<input checked="" type="checkbox"/> Grant-Funded Employees
<input type="checkbox"/> Paid and Unpaid Interns	<input type="checkbox"/> Police and Fire Academy Trainees
<input type="checkbox"/> Uniformed Employees Under Collective Bargaining Agreements	

Definitions

<i>Anniversary Date</i>	The annual date coinciding with an employee's date of hire.
<i>Calendar Year</i>	The annual period from January 1 st through December 31 st .
<i>Compensation</i>	Compensation does not include overtime, language skill pay, certification pay, longevity pay, merit pay, shift differential, premium pay or any other form of supplemental income, and does not include any kind of incentive or allowance payments.
<i>Fiscal Year</i>	The annual period from October 1 st through September 30 th .
<i>Holiday Premium Rate</i>	A non-exempt employee who works on a City-approved (regular or alternate) holiday is paid a premium rate equal to one half (½) times his/her regular rate of pay in addition to the regular hourly rate or overtime rate, if applicable.
<i>Mandatory Work Cycles</i>	Periods established by a department in accordance with AD 4.2, Workplace Attendance, during which requests for leave shall not be granted due to anticipated workload demand.
<i>Notice of Leave</i>	Self entry into the time/payroll system or a form required for an employee to submit request for scheduled leave or document unscheduled leave taken.
<i>Separation</i>	The date an employee retires, resigns, dies, or is dismissed from employment with the City.

Policy Guidelines

Leave may not be used by an employee until it has been accrued or granted. However, departments may approve schedule leave prior to the accrual or grant date if the scheduled leave is to be taken after the accrual or grant date.

Accrued Leaves – The City provides the following accrued leaves.

<u>Annual Leave</u>	<p>Annual Leave is provided for vacation, illness, or to attend to personal matters. This leave accrues monthly following completion of the initial six-month employment period. The amount of Annual Leave accrued is based on the employee's years of service completed. Increases to accrual rates occur on the month following an employee's service <i>anniversary date</i>.</p> <p>Unused balances may be carried over to the next <i>calendar year</i> up to a maximum accrual leave balance of 400 hours by non-executive employees. Upon return to work from approved Family and Medical Leave (FMLA), Short or Long-term disability, Workers' Compensation, or Military Leave, non-executive employees may carry over amounts greater than 400 hours at the end of the year they return, and revert back to the 400-hour limit the following year.</p> <p>Annual Leave is paid out at the time of the employee's <i>separation</i>.</p>
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COMPLETED YEARS OF SERVICE	YEARLY ACCRUAL (days/hrs)	ANNUAL LEAVE ACCRUAL TABLE (Accrues Monthly)											
		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12*
Date of Hire < 1 yr	5 days/ 40 hours	00	00	00	00	00	00	06	06	06	06	06	10
1 yr < 5 yrs	12 days/ 96 hours	08	08	08	08	08	08	08	08	08	08	08	08
5 yrs < 10 yrs	14 days/ 112 hours	09	09	09	09	09	09	09	09	09	09	09	13
10 yrs < 15 yrs	16 days/ 128 hours	10	10	10	10	10	10	10	10	10	10	10	18
15 yrs < 20 yrs	18 days/ 144 hours	12	12	12	12	12	12	12	12	12	12	12	12
20 yrs < 25 yrs	20 days/ 160 hours	13	13	13	13	13	13	13	13	13	13	13	17
25 yrs and above	22 days/ 176 hours	14	14	14	14	14	14	14	14	14	14	14	22

*Month 12 is the month of the employee's *anniversary date*

<u>Personal Leave</u>	<p>Personal Leave is provided for vacation, illness or to attend to personal matters. This leave accrues on a quarterly basis (January, April, July, and October). With the exception of new employees, the amount of leave accrued is based on years of service completed as of January 1st of each year.</p> <p><i>Example: A three-year employee reaches 4 years of service on July 30th. The employee will continue to accrue 14 hours (rate of hours accrued for 3 years) of Personal Leave until January 1st of the following year. On January 1st, the employee will accrue 16 hours (rate of hours accrued for 4 years) of Personal Leave quarterly.</i></p> <p>New employees are granted 20 hours of Personal Leave on the employee's date of hire, and 20 hours upon completion of their initial six-month employment period, and begin accruing Personal Leave on the first quarter after completion of 1 year of employment.</p>
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Personal Leave, cont.

Example: An employee hired on February 1 immediately receives 20 hours of Personal leave. On August 1, after completion of 6 months of employment, the employee receives an additional 20 hours of Personal Leave. On February 1 the following year, the employee completes 1 year of employment and is now eligible for quarterly accruals beginning the next fiscal quarter, on April 1.

Personal Leave accruals must be used within a *calendar year*, with unused hours forfeited or sold, if eligible to be bought back by the City. An employee who has not yet completed their initial 12 months of employment by December 31st may carry over their Personal Leave balance to the following *calendar year*.

Any Personal Leave balances remaining at the time of an employee’s *separation* will be forfeited and not paid.

PERSONAL LEAVE ACCRUAL TABLE

LESS THAN 2 YEARS EMPLOYMENT COMPLETED

On Date of Hire	20 hours	
After Completion of 6-Months of Employment	20 hours	
After Completion of 1 Year of Employment	10 hours Per Fiscal Quarter* (40 hours per year)	
<u>YEARS OF EMPLOYMENT</u> <u>(Completed as of January 1st)</u>	<u>HOURS ACCRUED PER</u> <u>QUARTER*</u>	<u>HOURS ACCRUED PER</u> <u>YEAR</u>
2 years	12 hours	48 hours
3 years	14 hours	56 hours
4 years	16 hours	64 hours
5 thru 8 years	18 hours	72 hours
9 years and above	20 hours	80 hours

*Accrued at the Start of Each Quarter: January 1, April 1, July 1, & October 1

Personal Leave, cont.

Personal Leave Buy-Back Program

Subject to approval through the annual budget adoption process, an eligible employee may “sell back” a portion or all of unused Personal Leave hours, depending on years of service completed. Personal Leave Buy-Back typically occurs at the end of the *calendar year*. Accrued Personal Leave hours of less than one hour will not be paid out and must be used or forfeited.

Only an employee who is on active employment status, on Family and Medical Leave (FMLA), Short-term disability, Paid Parental Leave or Workers’ Compensation on the date of the buy-back payments are eligible to participate in the buy-back program.

An employee who is on Military Leave may participate in the buy-back program upon return to active employment status. All leave accrued over the time the employee was on Military Leave will be restored and the employee may sell back hours that would have been eligible for buy-back during the leave of absence.

To be eligible to participate in the Personal Leave Buy-Back Program, executive staff must notify Human Resources that they have met the following requirements:

- Take 80 hours of non-work related leave. Leave provided for travel and conferences or meetings is considered work time and not counted toward the 80-hour requirement
- Undergo a physical exam prior to the end of the *calendar year*

Accrual and buy-back hours are as indicated in the Personal Leave buy back table below.

PERSONAL LEAVE BUY BACK TABLE

<u>YEARS OF EMPLOYMENT</u> (As of December 31 st of the current year)	<u>HOURS ELIGIBLE FOR BUY-BACK</u>
Less than 1 year	0 hours
1 year	16 hours
2 years	32 hours
3 years	48 hours
4 years	64 hours
5 years thru 8 years	72 hours
9 years and above	80 hours

<u>Compensatory Time</u>	For information on Compensatory Time, refer to Administrative Directive 4.13C, Overtime Compensation Under the Fair Labor Standards Act.
<u>Banked Sick Leave</u>	An employee who accrued Banked Sick Leave prior to January 1, 1985 may utilize this leave <i>only</i> in conjunction with the Extended Disability Plan. Banked Sick Leave is not paid upon <i>separation</i> from the City.
<u>NON-ACCRUED LEAVES:</u> The City also provides various types of non-accrued leaves as an additional benefit to employees. Non-accrued leaves are not banked, carried forward to subsequent years, or paid at the end of the <i>fiscal year</i> or upon <i>separation</i> .	
<u>Incentive Leave</u>	<p>Eligible employees may be granted paid leave for awards and/or events such as blood donation drives, employee recognition programs, safety programs, and other awards and/or events as designated by the City Manager.</p> <p>All Incentive Leave must be used within the <i>fiscal year</i> in which it is earned – any incentive leave remaining at the end of the <i>fiscal year</i> will be forfeited and not paid.</p> <p><u>Blood Donation Hours:</u> Full and part-time employees may receive four Incentive Leave hours for donating blood during City-sponsored blood drives, up to a maximum of eight hours per <i>fiscal year</i>. Employees are responsible for returning to work within a reasonable amount of time once they have donated blood. Participating employees must obtain supervisory approval to schedule this time away from work.</p>
<u>Holidays</u>	<p>Holidays observed by the City are approved by the City Council each <i>fiscal year</i> with the adopted budget. A non-exempt employee who works on a holiday shall be paid at the <i>holiday premium rate</i>. The number of paid hours for an observed holiday or Attendance Floating Holiday shall be based on the employee’s work schedule. If an employee works an 8-hour day, the holiday will be paid at 8 hours. For an employee who works a 10-hour day, the holiday will be paid at 10 hours.</p> <p>To receive holiday pay for an observed holiday, or to receive a Banked Holiday, a non-exempt employee must not incur an “Unscheduled Absence” type A, B, or C, or an “Unauthorized Early Departure” as described in AD 4.2, Workplace Attendance, the scheduled working day before or after the scheduled holiday. This applies regardless of whether or not the non-exempt employee is covered by AD 4.2. Regardless of whether an employee works the day before or after an observed holiday, if the employee works on the holiday, he/she will receive holiday pay and will bank a holiday equal to the number of hours worked that day. An exempt employee will not receive a Banked Holiday if he/she does not work at least one half (½) of a scheduled shift the day before or after a scheduled holiday. Scheduled Annual Leave, scheduled Personal Leave, scheduled Incentive Leave, scheduled Administrative Leave with Pay, scheduled Leave Without Pay, non-Workers’ Compensation Family and Medical Leave, Military Leave, Funeral Leave, or Short-term Disability the day before or the day after the holiday do not exclude the employee from receiving payment for a scheduled holiday.</p>

<p><u>Holidays, cont.</u></p>	<p>a. <u>Alternate Holiday Schedule:</u> Departments may create an Alternate Holiday Schedule to accommodate <i>mandatory work cycles</i> for employees required to work on regular holidays. The Alternate Holiday dates must be scheduled within the same <i>fiscal year</i>. A non-exempt employee who works on an Alternate Holiday will receive the <i>holiday premium rate</i>.</p> <p>Departments are required to inform the affected employees in writing of the Alternate Holiday Schedules and must post the Alternate Holiday Schedule on worksite bulletin boards.</p> <p>b. <u>Banked Holidays:</u> In addition to the <i>holiday premium rate</i> of pay for working on an approved holiday (regular or alternate), a non-exempt employee, who works any part of a shift that begins on a holiday or Alternate Holiday will also be granted a Banked Holiday to be paid at the employee’s normal rate of pay when used. Additionally, any exempt or non-exempt employee for whom a holiday falls on his/her normally scheduled day off will receive a Banked Holiday. A non-exempt employee may elect to receive pay in lieu of banking the holiday by completing the Worked Holiday Payment Election Request Form (refer to the form at http://cosaweb/isd/formnet) and forwarding the request to the departmental Time and Attendance Specialist. This election must be completed no later than one work week after the worked holiday. Unused Banked Holidays will be paid out to the employee at the end of the <i>fiscal year</i>, or upon <i>separation</i>.</p> <p>An exempt (salaried) employee must get approval from their supervisor to work and bank a holiday or Alternate Holiday. An exempt employee who works any part of a shift that begins on a Holiday will receive a Banked Holiday equal to the total number of hours he/she would have been scheduled to work that day had it not been a Holiday. For exempt employees, the Banked Holiday must be used prior to the end of the <i>fiscal year</i>. Unused Banked Holidays are not paid out at the end of the <i>fiscal year</i> or upon <i>separation</i>.</p> <p>c. <u>Attendance Floating Holiday:</u> An employee who is subject to the provisions of AD 4.2, Workplace Attendance, and who has been actively at work for at least six (6) months during the <i>fiscal year</i>, will receive an Attendance Floating Holiday if three (3) attendance points or less are assessed during the prior <i>fiscal year</i>. The Attendance Floating Holiday will be effective on October 1st. With supervisory approval, the Attendance Floating Holiday can be used on any date selected by the employee. The length of an Attendance Floating Holiday is based on the employee’s schedule at the time of use. All Attendance Floating Holidays must be used within the <i>fiscal year</i> awarded. Unused Attendance Floating Holidays are forfeited at the end of the <i>fiscal year</i> and are not paid out.</p>
<p><u>Administrative Leave</u></p>	<p>Administrative Leave with pay shall be granted to employees with a qualified Workers’ Compensation injury who have returned to work on a full-time basis for the purpose of attending medical appointments, including, but not limited to, doctor’s appointments or appointments for rehabilitative therapy. Administrative Leave for this purpose applies to employees who have not reached Maximum Medical Improvement (MMI), as defined in AD 4.37, Modified Work Assignment Program for Work-related Illnesses or Injuries, and who provide documentation of the appointment from the medical provider prior to the time of the appointment, and documentation of the time the appointment ended. With the exception of the day the injury occurs, Administrative Leave for appointment(s) shall be limited to 2.5 (two and one half) hours per day, unless documentation indicates the duration of the appointment(s) was longer. Administrative Leave for this purpose shall not be approved without the appropriate documentation.</p> <p>Administrative Leave may also be granted when an employee is placed off work pending a workplace investigation. Employees placed on Administrative Leave pending a workplace investigation will be notified in advance, in writing.</p>

<p><u>Funeral Leave</u></p>	<p>Full and part-time employees may receive paid leave for up to three working days to be used in the event of the death of a father, step-father, father-in-law, mother, step-mother, grandparent, grandchild, mother-in-law, sister, step-sister, brother, step-brother, spouse, domestic partner, child, step child, or other relative who was the legal guardian of the employee. Mother and father-in-law are defined as the biological parents of a spouse or domestic partner. The department may require an employee to provide appropriate documentation within three working days of the employee’s return to work. An employee will not be assessed absence points while on Funeral Leave (refer to AD 4.2, Workplace Attendance.)</p>
<p><u>Memorial Service Leave</u></p>	<p>Full and part-time employees may receive up to four hours of paid leave to serve as pall bearers or in another official capacity at funerals in three events per <i>fiscal year</i>, provided such service is not for compensation, is requested before the end of the work day preceding the absence, and is supported by appropriate documentation. The four hours include travel time to the funeral service – if additional time is necessary, employees must use their accrued leave or may request leave without pay (LWOP.)</p>
<p><u>Jury Duty Leave</u></p>	<p>Full and part-time employees shall receive paid leave to perform Jury Duty service. An employee must present supporting documentation when requesting Jury Duty Leave. Jury Duty compensation may be retained by the employee in addition to their regular pay. An employee may be granted up to an additional eight hours of leave if the employee’s scheduled shift begins or ends within eight hours of their jury duty reporting time.</p> <p>An employee returning from Jury Duty is required to comply with departmental procedures as allowed by AD 4.2, Workplace Attendance.</p>
<p><u>Discretionary Leave</u></p>	<p>With the approval of a Department Director or Assistant Director, an exempt employee may receive Discretionary Leave in lieu of other requested leave. An employee cannot request Discretionary Leave; this leave can only be awarded after the employee has submitted a <i>Notice of Leave</i> request for other leave.</p>
<p><u>Military Leave</u></p>	<p>Full and part-time employees who are members of the United States Military may use 120 hours of Military Leave within a <i>fiscal year</i>. To receive the 120 hours, employees must be active on the payroll. These hours must be used within the same year for voluntary or involuntary duty (i.e. active duty, basic training, active duty training, inactive duty training, weekend drills, funeral honors duty performed by National Guard and Reserve members, etc.). Employees attending weekend drills shall provide their supervisor with their training drill schedule at the start of each <i>fiscal year</i>. Employees on military orders shall provide a copy of their order(s) prior to attending training and upon completion of the training, shall submit a copy of the certified order or applicable documentation. Supervisors may verify the training schedules with applicable military installations.</p> <p>Employees who are called on military service for an extended period of time shall provide copies of their military orders to their supervisors and contact their departmental HR Representative to coordinate the processing of required documentation (i.e. payroll election, benefits, etc.) upon activation and deactivation of deployment, unless military necessity prevents it, or is otherwise impossible or unreasonable.</p> <p>Eligible employees will continue to accrue Annual, Personal, and Holiday Leave while on Military Leave. Employees returning from military duty are eligible to receive pay or bank their Annual Leave and Personal Leave hours, and any other compensation they would have received during their military activation. Holiday Leave will be paid out as usual to the employee. Employees who have utilized 120 hours of Military Leave must return to work before they have access to an additional 120 hours of paid Military Leave for subsequent years. Any unused time will not be carried over to the following <i>fiscal year</i> or accumulated if an employee is on military service for an extended period of time.</p> <p>The 120 hours of City-provided Military Leave is not impacted by compensation the employee receives from the Military. For additional information regarding the City’s Military Leave program, contact the departmental HR Representative.</p>

<u>Family and Medical Leave</u>	For information on the Family and Medical Leave, refer to Administrative Directive 4.20, Family and Medical Leave Act of 1993.
<u>Disability Leave</u>	For information regarding short and long term disability please refer to Administrative Directive 4.18, Disability Plan.
<u>Paid Parental Leave (PPL)</u>	<p>Full-time employees are eligible to receive up to six continuous weeks of Paid Parental Leave (PPL) at 100% of their <i>compensation</i> after the birth or initial placement of a new child in connection with adoption or foster. The leave must be used within the 12 calendar months following the birth or new placement of a child.</p> <p>Receiving Employee Eligibility:</p> <ol style="list-style-type: none"> 1. Full-time, employees upon date of hire 2. Birthing and non-birthing parent(s) 3. Employee(s) must be listed on the birth certificate or adoption/foster paperwork 4. New placement of a child age 17 or younger as an adoption or foster 5. Birth or new placement of a child must take place while the employee is actively employed with the City 6. Employees requesting parental leave must apply for FMLA as outlined in AD 4.20, Family and Medical Leave Act <p><i>Note: PPL will be made available for qualifying events effective beginning August 18, 2016.</i></p> <p>Amount, Time Frame and Duration</p> <ol style="list-style-type: none"> 1. A maximum of six continuous weeks of leave paid at 100% of <i>compensation</i> may be taken once within a rolling 12 month calendar year after the birth or initial placement of a child. 2. An employee may elect to use PPL prior to, subsequent to or in lieu of any disability leave allowed per AD 4.18, Disability Plan. 3. PPL cannot be used in conjunction with (or to supplement) any disability leave allowed per AD 4.18, Disability Plan. However, PPL may be used for a qualifying period of the City's Disability Plan if disability leave related to the same childbirth takes place immediately after all PPL is consumed. 4. Paid holidays taking place while an employee is out on PPL do not extend the period; however, the employee will continue to accrue Annual and Personal Leaves and receive holiday pay where eligible. 5. PPL runs concurrently with any FMLA leave entitlement available to the employee. 6. Requests must be received by the HR Department at least 30 days prior to the date the employee wishes to use PPL (or as soon as possible if the event was not foreseeable). 7. HR, whose decision is final, has the right to interpret and deny (or terminate) all PPL requests.

<p><u>Family Wellness/Education Leave (FWL)</u></p>	<p>Full-time employees may be entitled to up to 24 hours of paid Family Wellness/Education Leave (FWL) to care for the employee’s self or immediate family.</p> <p>Receiving Employee Eligibility</p> <ol style="list-style-type: none"> 1. Full-time employees upon date of hire. 2. Self or immediate family, defined as spouse, children or step-children (to include those of parents standing “in loco parentis,” as per the Family and Medical Leave Act), fathers or mothers. 3. Requests must be received by the employee’s supervisor at least seven calendar days prior to the scheduled absence. 4. Employees must provide supervisors with documentation related to the qualifying use of leave, as described below. While supervisors do not have to maintain the documentation presented, it must be to the supervisor’s satisfaction at the time the request is approved. If supervisors have a question about documentation or the qualifying use of FWL, they should consult with their manager and/or HR Representative. Whenever practicable, the supporting documentation should be provided prior to using the leave. <p>Qualifying Use of FWL</p> <ol style="list-style-type: none"> 1. <u>Physical and financial wellness-related events</u>, such as: preventative wellness screenings, dental or eye exams or scheduled doctor’s appointments, appointments with a finance/estate planner or credit counseling. Acceptable documentation for wellness-related events includes, but is not limited to, a doctor’s note/email, appointment card or receipt, prescription note, etc. 2. <u>School-related or school-sponsored events</u>, such as: parent-teacher conferences, grandparent’s day at school, school-sponsored sporting events and practices, field trips or school-sponsored extracurricular activities. This includes time needed to assist a child in signing up for college courses, applying for financial aid, attending orientation, or assisting a child in registering for a branch of the US Armed Forces. Acceptable documentation for school-related events includes, but is not limited to, an event notice/email issued by the school, sporting/extracurricular activity event schedules, a note/email issued by a teacher, orientation schedules, etc. 3. Administrative needs related to <u>continuing education</u>, such as: enrolling in college classes or meeting with an education advisor, time needed to retrieve/order transcripts. This excludes study time, or time to attend classes or to take examinations. Acceptable documentation for this purpose includes, but is not limited to, a document in support of the employee’s/dependent’s continuing education application, an appointment card/note, etc. <p>Amount and Use of FWL</p> <ol style="list-style-type: none"> 1. 24 hours per <i>fiscal year</i> is granted to eligible employees. 2. FWL requests must consume a minimum of one hour of leave, with additional leave used in one hour increments. Employees may use other paid leaves in conjunction with any single FWL request, provided the employee has at least one hour of FWL leave available to make a request. Due to department-specific operational needs, Department Directors may stipulate that specific divisions use FWL in increments greater than one hour, which should be outlined in departmental attendance procedures. 3. Any unused FWL at the end of the <i>fiscal year</i> is forfeited and does not roll over to the following year. Any FWL balance remaining at the time of an employee’s <i>separation</i> is forfeited and not paid. 4. FWL cannot be used in conjunction with (or to supplement) any disability leave allowed per AD 4.18, Disability Plan.
<p><u>Workers’ Compensation</u></p>	<p>For specific information on Workers’ Compensation, refer to Administrative Directive 4.84, Workers’ Compensation. While on Workers’ Compensation Leave, employees will accrue Annual and Personal Leave only. Employees will receive Annual and Personal Leave accruals upon return to work. Employees on Workers’ Compensation receive payment for a full week’s value; therefore, they do not receive Holiday Pay.</p>

<p><u>Catastrophic Leave</u></p>	<p>Catastrophic Leave is a program that may be used to donate Annual or Personal Leave to an employee who does not have leave available, and needs to take time off because of a catastrophic event/illness.</p> <p>Receiving Employee Eligibility</p> <ol style="list-style-type: none"> 1. The recipient of the donated leave must be a full-time, civilian employee. 2. The recipient or covered dependent has experienced a medical condition that is FMLA qualifying and for which an application for FMLA has been submitted, or the recipient has personally endured a catastrophic event, such as a fire or tornado. 3. The recipient must have exhausted all forms of eligible paid leave. 4. Catastrophic leave may be used by employees while on Short-term Disability, but may not be used while off work for a Workers' Compensation injury. 5. Catastrophic leave that is donated to an employee will be applied as needed. 6. Final determination of eligibility is made by the HR Department. <p>Requirements for Leave Donation</p> <ol style="list-style-type: none"> 1. A donor can donate either Annual or Personal Leave. 2. A donor may donate leave to an employee working within any department. 3. A donor must be a civilian employee on active employment status. 4. A donor must indicate the amount and type of leave they are wishing to donate by completing a Donor Acknowledgement form. <p>Procedure</p> <ol style="list-style-type: none"> 1. Under no circumstances will donated leave be applied to absences that occurred more than two pay periods before the request was submitted. 2. The leave donor or recipient must contact his/her HR Representative to begin the process of donating or receiving Catastrophic Leave.
<p><u>No Leave Balance/Leave without Pay (LWOP)</u></p>	<p>Full and part-time employees with <u>no leave balances</u> may request Leave Without Pay (LWOP). Requests for scheduled LWOP must be submitted for approval consideration to the Department Director, unless the employee is on approved Family and Medical Leave. Requests for scheduled LWOP beyond 40 consecutive hours must also be submitted for approval consideration to the Human Resources Director.</p> <p>Unscheduled LWOP of up to 40 consecutive hours resulting from unscheduled absences should be processed by the employee's supervisor or manager, unless otherwise specified in departmental attendance procedures.</p> <p>While on LWOP or unscheduled absences, other than Military Leave, Family and Medical Leave, Short-term Disability, or Workers' Compensation, an employee will cease to accrue Annual Leave and Personal Leave, unless they receive pay for 10 days or more during any given calendar month.</p>
<p><u>Voluntary Furlough Leave</u></p>	<p>Active, full and part-time civilian employees, including probationary employees, are offered the opportunity to voluntarily take up to 40 hours of unpaid furlough as approved by the Department Director or designee. Furlough may be taken in increments of no less than 1 working day and may be approved regardless if the employee has accrued paid leave available.</p> <p>Employees must request voluntary furlough days at least 10 calendar days in advance. Employees must request furlough days in full-day increments, up to a 5-day block. Part-time employees receive up to 40 hours of voluntary furlough and must also take full days based on their work-day schedule.</p>

Responsibilities	
<u>Employees</u>	<p>Employees are expected to manage accrued leave balances responsibly and request all leaves of absences on a <i>Notice of Leave</i> (form available at http://cosaweb/isd/formnet/).</p> <p>Employees are required to report leave balance discrepancies or other leave errors to their supervisor and Time and Attendance Specialist as soon as possible.</p> <p>Employees eligible for Military Leave are responsible for contacting their HR Representative for processing required documentation (i.e., payroll election, benefits, etc.) for military deployments.</p> <p>Employees are required to read and comply with this directive.</p>
<u>Finance, Time & Attendance Specialists (TAS)</u>	<p>TAS will maintain accurate leave records for all department employees.</p> <p>TAS will correct and report leave balance errors to employees and supervisors as soon as possible. Errors that are past two (2) payroll cycles will be brought to the attention of the department HR Representative for resolution of the payroll action.</p> <p>TAS will bring to the attention of their supervisor and the HR Representative for their assigned department when a supervisor or manager fails to charge leave or develops a pattern of late submission of time and attendance documents.</p>
<u>Departments</u>	<p>Departments shall provide all employees with copies of this AD and collect a signed Acknowledgement of Receipt Form (Attachment A). The signed form will be forwarded to the HR Department for filing in the employee's Personnel File.</p> <p>Department Directors wishing to create an alternate holiday schedule must submit their request for review to the Human Resources Director, who will review the request in light of the Fair Labor Standards Act and other applicable employment laws. Once reviewed by the HR Department, the Department Director must seek approval from their respective Deputy or Assistant City Manager. Alternate Holiday schedules must be submitted and approved prior to November of each year. Departments are required to inform all affected employees in writing of the Alternate Holiday Schedule by posting the schedule on all departmental worksite bulletin boards.</p> <p>Department Directors, managers and supervisors shall ensure the maintenance of accurate leave balances and leave records for their employees.</p> <p>Supervisors may deny any leave request, with the exceptions of Family Medical Leave Act (FMLA) leave, Workers' Compensation and leaves related to the City's Disability Plan. Employees may appeal denied requests through the chain of command up to their Department Directors (or designees), whose decision is final. Employees should keep in mind that the department's operational needs will always take precedence when considering leave requests.</p> <p>Supervisors will be responsible for submitting time and attendance related documents to the Time and Attendance Specialist in a timely manner. Department Directors may discipline supervisors and managers who demonstrate a pattern of late submission of time and attendance documents to the TAS, or for failing to properly charge leave to employees, or placing employees on LWOP without appropriate authorization.</p> <p>Supervisors are responsible for ensuring they have reviewed adequate documentation to satisfy that an employee has taken FWL for an approved activity.</p> <p>Departments shall notify their HR Representative of Catastrophic and Military Leave related actions.</p>

**Human
Resources**

The Human Resources (HR) Department will provide guidance and assistance with administration of this AD.

The HR Department will develop the City's Holiday Schedule for the City Manager annually during the budget process period.

The HR Department will administer the Personal Leave Buyback Program.

The HR Department will review and file all Departmental Alternate Holiday Schedules. Copies of the Departmental Alternate Holiday Schedules will be forwarded to the Finance Department.

At the beginning of the *fiscal year*, the HR Department will coordinate with the Finance Department to credit the additional Attendance Floating Holiday for applicable employees who have been assessed three attendance points or less (refer to AD 4.2, Workplace Attendance) during the prior *fiscal year*.

The department's HR Representative will assist in reviewing requests for Catastrophic Leave and Military Leave personnel actions.

The department's HR Representative will assist in reviewing and coordinating the request for LWOP in excess of 40 hours prior to submittal to the HR Department.

This directive supersedes all previous correspondence on this subject. Information and/or clarification regarding this administrative directive may be obtained by contacting the HR Department.



CITY OF SAN ANTONIO
EMPLOYEE ACKNOWLEDGMENT FORM
FOR
ADMINISTRATIVE DIRECTIVE 4.4
Leave Administration

Employee:

I acknowledge that on _____, 20____, I received a copy of Administrative Directive 4.4, Leave Administration, and was given the opportunity to ask questions or contact my HR Representative.

Employee Name (Print)

Department

Employee Signature

Employee SAP ID Number

Attachment A
Personnel File (original)