Policy: Paid Time Off

Section: 4-1

Effective Date: 8/7/2019

Policy

The League encourages you to take time away from work and to balance work and family obligations. To help you accomplish this balance, the League provides various forms of both paid and unpaid time off from work. If additional mandated time off is required by state or federal laws, the League will provide that time off as well.

Vacation Leave Schedule

Full-Time Employees

If you were hired before May 26, 2013, you will earn vacation leave in accordance with the following schedule:

Years of Service	Accrual per Pay Period	Maximum Accrual
0-3	3 hrs.	78 hrs.
4-8	5 hrs.	130 hrs.
9-12	6 hrs.	156 hrs.
13-20	7 hrs.	182 hrs.
21+	7.7 hrs.	200 hrs.

If you were hired after May 26, 2013, you will earn vacation leave in accordance with the following schedule:

Years of Service	Accrual per Pay Period	Maximum Accrual
0-3	3 hrs.	78 hrs.
4-8	4 hrs.	104 hrs.
9-14	5 hrs.	130 hrs.
15 +	6 hrs.	156 hrs.

Part-Time Employees

If you are a part-time employee authorized and scheduled to work at least 20 hours per week, you will accrue vacation leave on a pro-rata basis of the full-time employee schedule.

If you are a part-time employee authorized and scheduled for fewer than 20 hours per week, or a temporary employee, you will not earn or accrue vacation leave.

Calculating Years of Service

In calculating vacation leave earnings, all the time spent in service with the League (including authorized unpaid leave time) will be included in determining the total length of service. This includes prior service with the League if you were rehired within five years of termination.

If you have prior work experience with an employer other than the League, which is directly related to work responsibilities at the League, the Executive Director may, at the time you are hired, grant credit for years of service with a previous employer.

Earnings and Use

You may use vacation leave as it is earned, subject to approval by your supervisor. You will not earn any vacation leave for any pay period unless employed by the League on the last scheduled work day of the pay period.

You are not required to take vacation or sick leave for absences of one day or less. See Time Reporting Policy for further information.

Except as otherwise stated, you must take all paid time off consecutively, with no intervening unpaid leave.

You cannot convert vacation into cash payments except at termination.

Maximum Accrual

Your earned vacation hours may exceed the maximum accrual (as shown on the "Vacation Leave Schedule") throughout the fiscal year, but any amount over the maximum accrual will be eliminated (i.e., you will lose those hours) at the end of each fiscal year (Aug. 31). There are two exceptions to this provision:

1) An employee who has notified the League in writing that he or she will be retiring in the next 12 months may carry over vacation leave in excess of the maximum during the last year of League employment, and will be paid for all accrued vacation leave, including any hours over the maximum, at retirement. If the employee fails to retire as planned, he or she will be subject to the same maximum accrual limitations as other employees. This provision will also apply under the terms discussed in the section titled, "Payments Associated with Death or Disability."
2) If the deadlines and requirements of an employee's assigned workload have not realistically permitted the employee to take paid vacation leave or if the employee needs additional vacation leave for an extended trip in the next fiscal year, the Executive Director may extend the date for calculating the maximum vacation accumulation from Aug. 31 for up to six months.

Sick Leave

St. Paul Earned Sick and Safe Time

The changes to this "Sick Leave" policy are effective July 1, 2017, and are intended to comply with the City of St. Paul's Earned Sick and Safe Time Ordinance.

Full-Time Employees

If you are a full-time employee, you will earn sick leave at the rate of four hours per pay period, but not less than one hour for every 30 hours worked.

Part-Time Employees

If you are a part-time employee, you will accrue sick leave on a pro-rated basis of the full-time employee schedule, but not less than one hour for every 30 hours worked.

Use of Sick Leave

Sick leave may be used as follows:

- When you are unable to perform work duties due to illness or disability (including mental or physical illness, injury or health condition or pregnancy) or need to care for a family member in this situation.
- For your own medical, dental, or other care provider appointments, including diagnosis and preventive care, or for that of a family member.
- When you have been exposed to a contagious disease of such a nature that your presence at the workplace could endanger the health of others with whom you would come into contact.
- Family members include: children, adult children, stepchildren, adopted children or foster children, spouse, father, father-in-law, mother, mother-in-law, sister or brother, grandchild (including step, adopted, and foster), grandparent, or stepparent, for such reasonable periods as your attendance may be necessary.
- This includes registered domestic partners as defined by St. Paul Code of Ordinances (as required by the City of St. Paul Earned Sick and Safe Time Ordinance) and any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- In some cases, the amount of time used to care for family members may be limited to 160 hours of sick leave in any 12-month period and additional time may require Executive Director approval.
- In the case of a biological or adoptive parent in conjunction with the birth or adoption of a child; or in the case of a female employee, for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions.

As provided by state law, the League also allows the use of sick leave for an employee who needs it to provide or receive assistance because of sexual assault, domestic abuse, or stalking for the employee or the employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent. This includes seeking medical attention, psychological treatment, victim services help, relocation associated with the incidence, and legal action.

If you use all of your accrued sick leave, you may use any accrued vacation leave for any of the above reasons.

Sick Leave Reporting Procedures

To be eligible for sick leave pay, you must:

- Report the absence to your supervisor as soon as possible after the scheduled start of the work day, for every day absent.
- Keep the supervisor informed of your condition, or the condition of the ill family member, in the event of an absence of more than one day.
- In the event of an absence of more than five days, submit a doctor's statement or other requested paperwork.
- Submit other proof of the reason for the absence as requested.

You are not required to take vacation or sick leave for absences of one day or less. If you do not work for two consecutive work days, you must take paid leave. See Time Reporting Policy for further information.

No Cash Value, No Maximum, No Transfer

Your earned sick leave has no cash value upon termination or retirement, and there is no maximum accumulation for sick leave. Sick leave cannot be transferred from one employee to another. The only exception to this policy applies to situations of death or disabilitiy, as described under the section titled, "Payments Associated with Death or Disability."

Medical Provider Information

After an absence, we may require you to provide a physician's statement on your first day back to work, indicating the nature of the illness or medical condition and attesting to your ability to return to work and safely perform the essential functions of your job, with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. If you have been asked to provide such a statement, you may not be allowed to return to work until you provide it. The League may also deny sick leave until such a statement is provided.

The League may ask for a second medical opinion under some circumstances (for example, when additional information is needed to determine whether an accommodation can be made). The League will arrange and pay for an appropriate medical evaluation when it is required by the League.

You must normally use applicable paid leave or compensatory time prior to an unpaid leave of absence during a medical leave, unless prohibited by law.

Payments Associated with Death or Disability

An employee who becomes permanently disabled or dies while employed by the League shall be entitled to payment of unused sick leave and accumulated vacation under the following conditions:

- The employee must be a regular part-time or regular full-time employee at the time of the death or disability;
- The employee must be absent from work for a minimum of three months for medical reasons related to the disability, and the employee's prognosis must indicate that the employee is unlikely to be able to return to his or her employment with the League. This provision applies only in the case of employee disability, not death.
- The individual must have a minimum of five (5) years continuous employment with the League by the time he or she receives the payment. Approved leaves of absence, whether paid or unpaid, will be counted when calculating the five years of continuous service required under this policy.
- Payment under this policy shall not occur until the employee separates employment with the League.
- Payment of sick leave under this policy shall not exceed a maximum of 400 hours.
- The accumulated vacation balance will be calculated on the same basis as if employee gave written notice of intent to retire within 12 months.

Disability is defined as a serious illness or physical injury that requires the employee to be under the regular care and attendance of a physician or medical provider and prevents the employee from returning to employment with the League.

The League reserves the right to require any documentation it deems appropriate (e,g, from physicians, medical providers and hospitals) to substantiate an employee's claim of disability.

In the case of employee death, the sick leave shall be paid to the employee's designated beneficiary as indicated on the employee's basic life insurance with the League.

Payment under this policy is subject to Board approval and available funding.

Holiday Leave

Full-Time Employees Full time employees will receive the following paid holidays:

New Year's Day	(Jan. 1)
Martin Luther King's Birthday	(Third Monday in January)
Presidents' Day	(Third Monday in February)
Memorial Day	(Last Monday in May)
Independence Day	(July 4)

Labor Day	(First Monday in September)
Veterans Day	(Nov. 11)
Thanksgiving Day	(Fourth Thursday in November)
Friday after Thanksgiving Day	(Fourth Friday in November)
Christmas Day	(Dec. 25)
Floating Holiday*	*Floating Holiday: The Executive Director will, by Oct. 31 of each year, survey the employees to determine the date of the Floating Holiday, which will be either the day before or the day after Christmas. The holiday will be determined upon the outcome majority of the survey.

When a holiday falls on a Saturday or Sunday, the holiday will be observed on the preceding Friday or the following Monday.

If you want to observe a holiday other than those officially observed by the League, you may request either vacation leave or unpaid leave for such time off when more than one consecutive day off is required.

Part-Time Employees

If you are a part-time employee authorized and scheduled to work 20 or more hours per week, you will accrue holiday leave on a pro-rata basis of the full-time employee holiday leave.

If you are a part-time employee working fewer than 20 hours per week, or a temporary employee, you will not receive holiday pay.

Working on the Holiday

You may work on a scheduled holiday with prior approval of your supervisor. If you are an exempt employee, you will receive time off on a different day equivalent to the number of hours worked on the holiday. If you are a non-exempt employee, you will receive pay for the hours worked and for the holiday hours.

Limits on Holiday Pay

You will not receive holiday pay if you are on unpaid leave of absence for any or all of the other days in the pay period during which the holiday falls, unless the holiday is preceded by an unbroken series of paid days which continues from the prior pay.

Other Leaves

Administrative Leave

Under special circumstances, an employee may be placed on an administrative leave, pending the outcome of an internal or external investigation. The leave may be paid or unpaid, depending on the circumstances, as determined by the Executive Director.

Bereavement Leave

You will be permitted to use three consecutive working days, with pay, as bereavement leave upon the death of an immediate family member (spouse, father, mother, sister, brother, child, grandparent, grandchild, or the death of a spouse's mother or father). Step and foster relationships are covered as well. Bereavement leave is not deducted from any of the employee's paid leave balances.

Bereavement leave may also be taken in the event of the death of other persons living in your household, regardless of the relationship with that person, or under other special circumstances as deemed appropriate by the Executive Director.

You may request additional time off, beyond the three days, with the approval of the Executive Director, when circumstances dictate (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.). However, the additional paid time off will be taken from your choice of accrued sick or vacation leave or from compensatory time balances.

Bone Marrow Donation Leave

If you work an average of 20 or more hours per week, you may take paid leave, not to exceed 40 hours unless agreed to by the League, to undergo medical procedures to donate bone marrow. This leave is not deducted from your accrued sick or vacation leave balances.

The League may require a physician's verification of the purpose and length of the leave requested to donate bone marrow. If there is a medical determination that you do not qualify as a bone marrow donor, the paid leave of absence granted prior to that medical determination is not forfeited.

Court Appearances and Jury Duty

You will be granted a paid leave of absence for required jury duty if you are a regular full-time or regular part-time employee. If the jury duty exceeds one workweek, you will be required to turn over any compensation you receive for jury duty, minus mileage reimbursement, to the League. Time spent on jury duty will not be counted as time worked in computing overtime.

You are required to notify your supervisor as soon as possible after receiving notice to report for jury duty.

You will also be paid your regular wage to testify in court for League-related business. Any compensation received for court appearances (e.g., subpoena fees) arising out of or in connection with League employment, minus mileage reimbursement, must be turned over to the League. Time spent in court testifying on League-related business will be counted as time worked in computing overtime.

You will continue to accrue benefits, such as vacation and sick leave, while serving on jury/witness duty.

Elections / Voting

If you are selected to serve as an election judge, pursuant to Minnesota law, you will be allowed time off for this purpose, provided you give the League at least 10 days' written notice. You may elect to take vacation if more than one workday is missed.

All employees eligible to vote at a local election, state general election, an election to fill a vacancy in the office of United States senator or representative, or a Presidential primary will be allowed time off with pay to vote on the election day. Please work with your supervisor as appropriate to avoid any issues associated with your absence.

Job-Related Injury or Illness (Workers' Compensation)

You are required to report any job-related illnesses or injuries to your supervisor immediately. If a supervisor is not available, and the nature of injury or illness requires immediate treatment, go to the nearest available medical facility for treatment and, as soon as possible, notify your supervisor of the action taken. In the case of a serious emergency, 911 should be called.

If the injury is not of an emergency nature, but requires medical attention, report it to your supervisor and make arrangements for a medical appointment.

If you are absent from work by reason of an injury or illness for which you are eligible to receive workers' compensation benefits, you may charge your accrued sick or vacation leave balance the difference between the League pay and the workers' compensation benefits.

Leave of Absence

The Executive Director may grant a leave of absence without pay to any employee for up to one year, depending upon the business requirements of the League and individual circumstances. The employee will be required to use all accrued vacation and sick leave (if applicable) before beginning unpaid leave.

Normally, employee benefits will not be earned while you are on leave without pay. However, the League's contribution toward health, dental, and life insurance may be continued, if approved by the Executive Director, for leaves of up to 90 days when the leave is for medical reasons and FMLA has been exhausted. You will be responsible for your own share of the insurance premiums.

If you are on a leave without pay and not working any hours, you will not accrue (or be paid for) holidays, sick leave, or vacation leave. If you are working reduced hours while on this type of leave, you will receive holiday pay on a prorated basis and will accrue sick leave and vacation leave based on actual hours worked.

Military Leave

State and federal laws provide protections and benefits to city employees who are called to military service, whether in the reserves or on active duty. Such employees are entitled to a leave of absence without loss of pay, seniority status, efficiency rating, or benefits for the time the employee is engaged in training or active service not exceeding a total of 15 days in any calendar year. The League voluntarily complies with the same policies that apply to city employees with regard to military leave, as follows:

Employees on extended unpaid military leave will receive 15 days paid leave of absence in each calendar year, not to exceed five years.

Where possible, notice is to be provided to the League at least 10 working days in advance of the requested leave. If an employee has not yet used his or her 15 days of paid leave when called to active duty, any unused paid time will be allowed for the active duty time, prior to the unpaid leave of absence.

Employees returning from military service will be re-employed in the job that they would have attained had they not been absent for military service and with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Unpaid military leave will be considered hours worked for the purpose of vacation leave and sick leave accruals.

Eligibility for continuation of insurance coverage for employees on military leave beyond 15 days will follow the same procedures as for any employee on an unpaid leave of absence.

Office Closings

As a general policy, League offices will be open for business during regular business hours (8 a.m. to 5 p.m., Monday through Friday) regardless of inclement weather conditions. However, we want our employees to use good judgment about their own personal safety and well-being and have adopted this policy:

If you decide you cannot report to work or remain at work for reasons of personal health or safety, your choices are as follows:

- Work from home—if your job duties for that day allow for this option.
- Use accrued vacation time or compensatory time, if applicable (the League Empowerment and Performance Program [LEAPP] leave policy generally does not require you to take leave for an absence of one day or less; however, you are still responsible for meeting your results).
- Modify your work schedule for the week by working the hours at a different time.
- Make any other reasonable adjustments as necessary.

If it is necessary to close League offices due to one of the above situations, the office closing will be announced on a pre-recorded message on the League's main telephone number (651-281-1200), if possible, by 7 a.m.

We will also send out an "all employee" text message to notify employees of the closing, especially if the closing occurs during the course of the workday. In such instances, the Executive Director may grant paid time off to employees without a reduction in leave balances. Employees who are using paid time off (sick leave, vacation, or compensatory time) on a day when offices are closed will not receive the paid time off granted by the Executive Director.

Pregnancy and Parenting Leave (also see Family & Medical Leave Act Policy)

The League of Minnesota Cities is committed to providing competitive and flexible benefits, and when possible, responsive to the needs of our employees. Providing these types of benefits enables the League to continue to attract and retain a qualified, engaged and diverse workforce. Moreover, the League recognizes the need to support employees as they balance their career and family life. This Pregnancy and Parental Leave policy recognizes family and work-life balance as important and vital to the success of the League of Minnesota Cities.

An eligible employee is defined as a biological parent, an adoptive parent, or the spouse of a biological or adoptive parent.

Employees who work 20 hours or more per week and have been employed more than one year are entitled to take an unpaid leave of absence of up to twelve weeks under the Pregnancy and Parenting Leave Act of Minnesota for the birth or adoption of a child. Further, in the case of a female employee, the leave may be used for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions. In the case of leave taken in conjunction with a birth or adoption, the leave must begin within 12 months of the birth or adoption. While on Pregnancy and Parenting Leave, Family Medical Leave Act (FMLA) will run concurrently. The total time off for any parental, pregnancy or FMLA leave will not exceed 12 weeks, unless expressly approved by the Executive Director.

For full-time employees, up to 120 hours of this leave (generally equivalent to a full-time employees schedule of three weeks) will be paid parental leave, not deducted from the employee's sick leave or vacation. Other eligible employees will receive the pro-rated equivalent of three weeks of paid leave. All eligible employees may use the paid leave as a biological or adoptive parent in conjunction with the birth or adoption of a child.

This paid leave policy allows for the use of paid leave to be taken within 12 weeks following the birth or adoption of a child. The paid parental leave must be used in one consecutive block of time, unless there are extenuating circumstances, in which case approval from the employee's department director and the Human Resources Director will be required. The leave will run concurrently with any other leaves available under existing federal and state laws. The paid parental leave must be requested and used within 12 weeks of the qualifying event or the opportunity to request and/or use the leave will be forfeited. In the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

Employees should provide at least 30 days' notice of this leave, when possible, and as much notice as practicable, if not.

After the 120 hours of paid parental leave (or prorated equivalent), you will be required to first use any accrued leave (i.e., sick leave, vacation leave, etc.), before using unpaid leave, but will be allowed to retain 40 hours of sick leave and 40 hours of vacation leave balance upon return.

You are entitled to return to work in the same position and at the same rate of pay you were receiving prior to beginning the leave. Group insurance coverage will remain available while you are on leave, and the League will continue to pay its share of the premiums for your group health care coverage. You will need to continue to pay your share of the group insurance premiums, regardless of whether you are on paid or unpaid leave.

Requests for leave of absence exceeding the amount of leave available to you under the League's family and medical leave and parental leave policies will be considered on a case-by-case basis. The Executive Director's approval is required.

Adoptive parents will be given the same opportunities for leave as biological parents. As required by state law, the leave must be for the purpose of arranging the child's placement or caring for the child after placement. Such leave must begin before or at the time of the child's placement in the adoptive home.

The Human Resources Director/Executive Director or designee is responsible for the development, establishment and maintenance of procedures to implement and support this policy, and to ensure the policy is in compliance with applicable laws, policies and rules.

School Conference Leave

Any employee who works 20 hours or more per week is eligible to take up to 16 hours of leave during any 12-month period to attend school conferences or classroom activities related to the employee's child (under 18 or under 20 and still attending secondary school), provided the conference or classroom activities cannot be scheduled during non-work hours.

When the leave cannot be scheduled during non-work hours and the need for the leave is foreseeable, you must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave to avoid disruption of League business. Under LEAPP, absences of one day or less do not generally require you to take paid leave. If more than one day of leave is required, you may choose to use vacation or unpaid leave hours for the absence.

Leave Requests

To request time off, you should notify your supervisor as soon as possible, (ideally one month or more in advance for absences of one week or more), including the following information:

- The date(s) of the leave
- The "reason/category" for the leave, limited to the following choices:
  - Sick Leave—Self
  - Sick Leave—Family (see policy for allowed family members)
  - Sick Leave—Medical Appointment (self or allowed family members)
  - Death in Family (see policy; note relationship in email)
  - Jury Duty
  - Leave without Pay
  - Military Leave
  - Compensatory Time Off
  - Parental Leave
  - Vacation

You do not need to include any private medical information in your initial leave request. If the League needs more information, we will request the appropriate documentation.

Supervisor Responsibility

Supervisors should make every effort to respond to employee leave requests as quickly as possible.

Whenever an employee is absent for a medical reason for more than five consecutive days, the supervisor must notify HR. In these situations, a doctor's statement may be requested, and the employee may be placed on FMLA leave.