



**701 – PAID PERSONAL LEAVE (PPL)**  
**REGULAR FULL-TIME EMPLOYEES**

**I. GENERAL**

The following provides policies and guidelines for the administration of paid personal leave (PPL) for regular full-time employees with the exception of Assistant City Managers and Departments Directors.

PPL is a combined leave that may be used for personal reasons, vacation, and personal and family medical purposes.

An employee is considered to be in an active pay status while on PPL.

There is no provision for one employee to transfer or donate PPL to another employee.

**II. PPL ACCRUAL**

PPL is accrued at the following rates each pay period an employee is in an active pay status.

(Any employee, who is rehired after a break in service of more than 6 months, is considered a new employee for purposes of PPL service time and leave accrual. See Section 315, Re-employment of Retirees and Former Employees Policy.)

<b>REGULAR FULL-TIME EMPLOYEES (Except 24-Hour Fire, Assistant City Managers and Department Directors)</b>			
<b><u>Length of Regular Full-Time Service</u></b>		<b><u>Bi-weekly Accrual</u></b>	<b><u>Annual Accrual</u></b>
<b><u>BEGINNING</u></b>	<b><u>UNTIL</u></b>		
0 years	4 years, 11 months	6 hours	156 hours
5 years	9 years, 11 months	7.5 hours	195 hours
10 years	14 years, 11 months	8.5 hours	221 hours
15 years	19 years, 11 months	9 hours	234 hours
20 years	20 years and above	9.25 hours	240.5 hours

<b>24-HOUR FIRE EMPLOYEES</b>			
<b><u>Length of Regular Full-Time Service</u></b>		<b><u>Bi-weekly Accrual</u></b>	<b><u>Annual Accrual</u></b>
<b><u>BEGINNING</u></b>	<b><u>UNTIL</u></b>		
0 years	4 years, 11 months	9.25 hours	240.5 hours
5 years	9 years, 11 months	11.75 hours	305.5 hours
10 years	14 years, 11 months	12.5 hours	325 hours
15 years	19 years, 11 months	13 hours	338 hours
20 years	20 years and above	14 hours	364 hours

When Fire Department employees transfer to or from a 24-hour schedule, their PPL balance is converted to provide the equivalent leave balance value in the new work schedule. Upon transfer from a 24-hour schedule to a 40-hour schedule, the PPL balance is divided by 1.4. Upon transfer from a 40-hour schedule to a 24-hour schedule, the PPL balance is multiplied by 1.4. See Section 609, Attachment I, Special Provisions for Fire Schedule Changes, to review full policy.

### III. REQUIREMENT TO USE PPL

At least 80 hours of PPL (112 for 24-hour Fire employees) is required to be taken during each fiscal year (July 1<sup>st</sup> - June 30<sup>th</sup>), unless the employee has not been regular full-time for more than one year or in an active pay status for more than 26 weeks during the fiscal year.

If at least 80 hours of PPL (112 for 24-hour Fire employees) is not taken during the fiscal year, the difference between 80 hours (112 for 24-hour Fire employees) and the PPL actually taken shall be transferred from PPL to paid medical leave (PML) after the end of the fiscal year.

### IV. APPROVAL/USE OF PPL

Each department shall establish procedures for the request and approval of PPL. PPL shall be requested in advance, when possible, and in accordance with applicable procedures.

Designated managers are responsible for determining if PPL is to be approved or disapproved. While managers will make a reasonable effort to accommodate PPL that is properly requested, approval shall be subject first to the needs of the department. However, any leave covered by FMLA that is properly requested cannot be denied.

When PPL is requested for medical purposes, certification by a health care provider may be required. However, PPL that is properly requested for a FMLA eligible reason cannot be denied (Reference Section 703, Family Medical Leave Act).

PPL is charged in 15 minute increments and leave time of seven (7) minutes or less should not be charged. Leave time of more than seven (7) minutes is rounded up to 15 minutes for record keeping purposes.

PPL must be accrued before it can be taken.

### V. CARRY OVER/MAXIMUM ACCUMULATION

A. PPL accrual is not limited during the fiscal year. However, a maximum of 400 (560 for 24-hr. Fire employees) hours of PPL may be carried over as of June 30<sup>th</sup> of each year.

**Exception to Carry Over/Maximum Accumulation - (For Initial Implementation Purposes Only)** - As of June 30, 2009, if an employee's PPL balance exceeded 400 (560) hours, that balance was established as the individual employee's PPL maximum accumulation, not to exceed 640 (864) hours.

As of June 30<sup>th</sup> of any year thereafter, if the employee's PPL balance is lower than the employee's individually established maximum accumulation, the lower PPL balance will become the employee's new maximum accumulation. However, the maximum accumulation shall never be less than 400 (560) hours.

For purposes of this exception, any PPL that exceeds the employee's last established maximum accumulation as of June 30<sup>th</sup> shall be transferred to PML.

**VI. USE AND PAYMENT OF PPL UPON TERMINATION**

- A. Use of PPL Prior to Termination** - An employee may not use PPL to extend his/her date of termination, except when the termination occurs upon the completion of an approved leave of absence or the employee is retiring.

In retirement situations, if the employee does not work until the end of the month prior to the effective date of retirement, accrued PPL may be charged until the end of that month only.

- B. Payment of PPL Upon Termination** - Any employee who has been employed in an active pay status for at least one month shall be paid for the balance of any PPL upon termination, regardless of reason.
- C. Death** - In case of an employee's death, the balance of any accrued PPL shall be paid in accordance with Section 2-112 of the City Code.
- D. Offsets** - If an employee is indebted to the City and such amount is undisputed, the City may offset any such debt against the employee's PPL balance, and the employee shall be notified of the offset.

Additional information may be obtained from the Benefits Office in the Human Resources Department.

*Supersedes/Amends: 701, 04/01/17*

Approved:

  
City Manager