



711 - PAID PERSONAL LEAVE (PPL)
ASSISTANT CITY MANAGERS AND DEPARTMENT DIRECTORS

I. GENERAL

The following provides policies and guidelines for the administration of paid personal leave (PPL) for Assistant City Managers and Department 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.)

ASSISTANT CITY MANAGERS & DEPARTMENT DIRECTORS			
<u>Length of Regular Full-Time Service</u>		<u>Bi-weekly Accrual</u>	<u>Annual Accrual</u>
<u>BEGINNING</u>	<u>UNTIL</u>		
0 years	4 years, 11 months	7.5 hours	195 hours
5 years	9 years, 11 months	8.5 hours	221 hours
10 years	14 years, 11 months	9 hours	234 hours
15 years	15 years and above	9.25 hours	240.5 hours

III. REQUIREMENT TO USE PPL

At least 80 hours of PPL is required to be taken during each fiscal year (July 1st - June 30th), 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 is not taken during the fiscal year, the difference between 80 hours 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

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 hours of PPL may be carried over as of June 30th of each year.

B. **Exception to Carry Over/Maximum Accumulation - (For Initial Implementation Purposes Only)** - As of June 30, 2009, if an employee's PPL balance exceeds 400 hours, that balance shall be established as the employee's PPL maximum accumulation, not to exceed 640 hours. Any balance in excess of 640 hours shall be transferred to the employee's PML balance.

As of June 30th of any year thereafter, if the employee's PPL balance is lower than the employee's 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 hours.

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

C. **Determination of the June 30th PPL Balance** - The employee's June 30th PPL balance shall be determined after leave is accrued for June. If the required 80 hours of PPL was not taken during the fiscal year, the employee's June 30th PPL balance shall be determined after PPL is 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 of the Human Resources Department.

Supersedes/Amends: 711, 7/1/2015

Approved:


City Manager