

3 - EMPLOYEE BENEFITS

3.15 - Universal Leave Benefits and Pro-rated Holiday Pay for Part-time Regular Employees

Revised: July 1, 2007

Compost Facility Attendants and student employees are not eligible to receive universal leave or holiday pay. Other part-time regular employees working more than 520 hours per year are eligible for universal leave and pro-rated holiday pay after one year of continuous employment in a position eligible for these benefits, based on the total of hours worked in the previous year and the schedule in this section.

The calculation is made each anniversary year and uses the hours worked in each pay period, not between the actual anniversary dates. If the annual total falls between two brackets on the schedule, the hours will be rounded up to the next bracket.

Universal leave and pro-rated holidays will be paid at the employee's regular straight hourly rate of pay and not at an overtime rate.

UNIVERSAL LEAVE BENEFITS

Universal leave will be granted as follows:

1. The calculation of annual hours worked includes hours paid as universal leave and holiday.
2. Universal leave may be used as sick leave, vacation, bereavement leave, etc.

Requests for use as sick leave must be made before the employee is scheduled to work. Use of universal leave for other reasons will be on a basis chosen by the employee at the discretion of the Department Manager/Division Director. Leave requests will be submitted in the manner requested by the Department Manager/Division Director.

Each department/division may establish a policy regarding the minimum number of hours that must be used, however, universal leave will not be allowed to be used in less than fifteen minute increments and cannot exceed the number of hours of the employee's regularly scheduled workday.

The employee must have the necessary amount of universal leave by the start of the leave to qualify for the time off.

3. Paid universal leave must be taken within the one-year period between employment anniversary dates; however, an employee may carry over a maximum of 40 hours of universal leave into the employee's next anniversary year.
4. Upon termination of City employment an employee will be paid for unused universal leave that was credited on the employee's last anniversary date and any hours carried over from the previous anniversary year. Universal leave is not an accrued benefit; when employment ends credit will not be given for any hours that would have been credited on the employee's next anniversary.

PRO-RATED HOLIDAY PAY

Pro-rated holiday pay will be granted as follows:

1. Holidays eligible for this benefit are:

New Year's Day	Fourth of July	Friday After Thanksgiving
Good Friday	Labor Day	Christmas Day
Memorial Day	Thanksgiving Day	Floating Holiday
2. A department/division may establish a policy to allow a pro-rated holiday to be taken on a different day.
3. An employee will forfeit the right to holiday pay if the employee has an ***unexcused*** absence on the last regular workday before the holiday or on the next regular workday following the holiday.

PRO-RATED UNIVERSAL LEAVE & PRO-RATED HOLIDAY SCHEDULE

Hrs worked in Previous year	ANNUAL HOURS UNIVERSAL LEAVE CREDITED			HOLIDAY Hrs per holiday
	1-4 yrs service	5-9 yrs service	10+ yrs service	
2028	39	78	117	7.75
1976	38	76	114	7.5
1924	37	74	111	7.5
1872	36	72	108	7.25
1820	35	70	105	7
1768	34	68	102	6.75
1716	33	66	99	6.5
1664	32	64	96	6.5
1612	31	62	93	6.25
1560	30	60	90	6
1508	29	58	87	5.75
1456	28	56	84	5.5
1404	27	54	81	5.5
1352	26	52	78	5.25
1300	25	50	75	5
1248	24	48	72	4.75
1196	23	46	69	4.5
1144	22	44	66	4.5
1092	21	42	63	4.25
1040	20	40	60	4
988	19	38	57	3.75
936	18	36	54	3.5
884	17	34	51	3.5
832	16	32	48	3.25
780	15	30	45	3
728	14	28	42	2.75
676	13	26	39	2.5
624	12	24	36	2.5
572	11	22	33	2.25
520	10	20	30	2