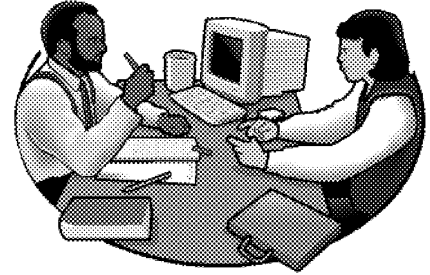


Chapter 7 Leave Policies



HOLIDAYS

Most full-time, salaried general employees are eligible for up to 106 hours of paid holiday leave per calendar year, to be used for ten (10) City designated holidays as they occur and two (2) floating holidays.

The amount of 106 hours is reached as follows:

10 designated holidays, valued at 9 hours each (10 x 9)	=	90 hours
2 floating holidays, valued at 8 hours each (2 x 8)	=	<u>16 hours</u>
TOTAL HOLIDAY LEAVE		106 hours

The 10 designated City holidays are as follows:

New Year's Day	January 1
Martin Luther King, Jr.'s Birthday	Third Monday in January
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday following Thanksgiving Day	
Christmas Day	December 25

If any of the above listed holidays fall on a Saturday, the preceding Friday will be the City-paid holiday, unless it is a 9/80 Friday, in which City Hall is closed (see the following section, "Additional Floating Holiday Leave"). If any fall on Sunday, the following Monday will be the City-paid holiday.

Although the total number of holiday leave hours in any given year is typically 106, that number can change depending on when the City-paid holiday for New Year's Day occurs. The number of holiday hours in any given calendar year is determined, therefore, by first reviewing the calendar to determine how many holidays will occur during that particular year (depending on when the New Year's Day holiday occurs). Then, the two pre-designated floating holidays (16 hours) are added to that number to determine the total number of hours Holiday Leave for that year. You must be employed sixty (60) days before you may take this form of floating holiday leave.

Sworn safety employees (Police and Fire) should consult their respective MOU's to determine their holiday leave benefits.

Additional Floating Holiday Leave

In addition to the designated 16 hours of floating holiday leave employees receive automatically, employees also receive additional floating holiday leave, calculated as follows:

9/80 Work Schedule:

Credit 9 hours for each holiday that occurs on a day off.

Credit 1 hour for each holiday that occurs on an 8-hour work day.

4/40 Work Schedule:

Credit 9 hours for each holiday that occurs on a day off.

Debit 1 hour for each holiday that occurs on a work day.

5/40 Work Schedule:

Credit 1 hour for each holiday.

There are varying schedules within each of the above categories, depending on what days of the week the employee is scheduled to work, so the number of hours credited to the Floating Holiday Bank varies even within each of the above listed work schedules.

If any eligible employee receives and utilizes any of the additional floating holiday leave hours and, thereafter, terminates their employment during the calendar year with the City prior to the date of the affected holiday occurring, he or she will have the value of this time deducted from his or her final payroll check with the City.

Cannot Be Carried Over

Holiday Leave cannot be carried over from one calendar year to the next; therefore, any floating holiday leave not used in the calendar year in which it is received is lost.

24th of December

If the 24th of December is a normal working day, all City offices shall close at 12:00 p.m. Employees eligible for this holiday leave shall work one-half (1/2) of their normally scheduled work shift on this day. Employees in certain positions are not eligible for this half-day holiday. For further information, consult your Memorandum of Understanding.

Public Works Division - Integrated Waste Section

Designated Integrated Waste Section employees are required to work all designated holidays except Christmas and receive holiday overtime (2 1/2 times their normal hourly rate) for working on these holidays.

Glendale Water and Power Division

Employees assigned to a 42-hour work week schedule receive a 12% bonus in lieu of holidays.

Safety Employees - Police Division

Sworn safety employees of the Police Division receive a designated amount of leave time in lieu of holidays each calendar year. This time may be taken at any time agreeable to both the employee and

the Police Chief. A maximum number of hours of this holiday accumulation time can be paid to the employee each year.

Safety Employees - Fire Division

Sworn safety employees of the Fire Division who work a 56-hour work schedule shall be allowed 12/12 of one day per calendar month above their base pay, paid on a straight base 56-hour rate, in lieu of holiday time off. For this provision, a day off is deemed to be a period of 12 hours.

Consult Memorandum of Understanding

Please note that the information stated herein is intended to be a summary only. Please consult your appropriate Memorandum of Understanding for additional information about holiday leave and floating holiday leave for your particular classification.

VACATION

New employees will accrue vacation time commencing with the first day of employment as a salaried unit employee, but this vacation time is not vested nor may it be taken or cashed-out unless the employee completes one year of service with the City. This means that on the thirteenth month of salaried, full-time service with the City the eligible new employee will have accumulated and be eligible to use 80 hours and accrue vacation time on a monthly basis thereafter. The vacation earning schedule for each employee unit is listed in the chart below.

EMPLOYEE GROUP	TIME PERIOD (IN MONTHS)	YEARS OF FULL-TIME SERVICE	NO. HOURS ACCRUED PER MONTH	NO. HOURS ACCRUED PER YEAR
GCEA, GPOA, AND MANAGEMENT	Start thru 48 mos.	1 - 4	6.667	80
	49 thru 168 mos.	4 - 14	10.000	120
	169 mos. & after	14	13.333	160
GFFA	-----	1 - 10	-----	6 shifts (144 hrs.)
	-----	Beginning Yr. II	-----	9 shifts (216 hrs.)
	-----	Beginning Yr. 21	-----	11 shifts (264 hrs.)

For further information, including information regarding maximum accruals allowed, refer to the appropriate Memorandum of Understanding (MOU).

SICK LEAVE

Sick Leave Earned

City employees earn sick leave at the rate of 8 hours for each major portion of a month worked in a calendar year. Employees in the Fire Division working a 56-hour weekly schedule earn 12 hours for every

month on the job. Sick leave is one of the few leaves employees may accumulate and carry over from one year to the next. Unlike vacation leave, sick leave can be taken during the first year of employment.

Use of Sick Leave

If an employee utilizes sick leave for an entire work day, the appropriate amount of sick leave debited from the employee's sick leave accrual bank is dependent upon the employee's assigned work schedule (8, 9, 10, or 12 hours). Said amount of sick leave hours is debited in full from the employee's sick leave accrual bank.

Sick leave may only be used under certain circumstances: when you cannot come to work because of illness or injury; when a member of your immediate family is ill and you are needed to care for them (see "FAMILY CARE LEAVE WITH PAY", below); and for doctor and dental appointments. Sick leave may also be used for medical reasons due to pregnancy.

FAMILY CARE LEAVE WITH PAY - Employees may utilize a portion of their sick leave, up to 48 hours per calendar year, whenever the employee's presence with the family is needed because of illness or medical conditions with their spouse or family. Refer to the Memoranda of Understanding for exceptions and further information.

You will not receive sick leave pay for time absent from work for any reason other than those mentioned above. If you have exhausted your earned sick leave and you need more time to recover from an illness or injury, you may use accumulated vacation time. If you have used all your vacation time you must request a leave of absence without pay until you recover from your illness or injury.

It must be emphasized that sick leave is a benefit and not a right, and is to be utilized only for the legitimate purposes as stated above. The sick leave benefit should be thought of as an insurance policy which protects employees when they are unable to work because of illness or injury. It is therefore wise to save and accumulate your sick leave so it is available when there is a serious need to use it.

The City considers good attendance to be a very important part of an employee's overall job performance. Repeated absenteeism creates a hardship on City operations and coworkers, resulting in work schedule disruptions and added costs. It therefore should be kept at minimal levels.

Notification

Employees using sick leave must contact their supervisor daily no later than one hour after normal starting time or as required by the division's specific policy on sick leave. This policy also applies to days in which you anticipate being late for work. If you are unable to personally call your supervisor on such occasions, you are responsible for having someone else make the contact. GFFA and GPOA employees have stricter guidelines regarding notification.

Returning to Work

If you have been on sick leave for more than five consecutive work days, before you can return to work your division will require you to report, with medical documentation of your illness, to the City's Employee Health Services Section. For Fire Division employees working a 56-hour-a-week schedule, this

requirement applies after having missed two shifts.

Sick Leave Conversion

The City has developed a plan to reward employees with exceptionally low rates of absenteeism. The sick leave conversion plan allows employees the opportunity to convert a limited number of unused sick leave days to cash, PERS service time, or medical insurance coverage at retirement. For specific details on the rates and other terms of this provision, see your respective Memorandum of Understanding or the Retiree Benefits Summary/Guide, available in the Personnel Division.

LONG-TERM DISABILITY

The three employee associations each have long-term disability insurance plans which reimburse employees unable to work for extended periods of time due to injury and/or illness. Premiums and coverages vary depending upon the bargaining group. Please contact your employee association if you are interested. Executive, Management, and Mid-Management employees receive a long-term disability plan, paid for by the City.

SPECIAL LEAVE POLICIES

Management/Executive Leave

The City recognizes the need for its Executive, Management and Mid-management employees to occasionally work additional hours to meet the professional obligations that come with management responsibilities. Because of these often time-consuming demands, management employees may be eligible to receive leave time of 60 to 100 hours per year, depending on the classification. Unlike vacation leave, management leave may be used within the first year of employment.

Family and Medical Leave - Unpaid

Employees who have worked for the City for at least 12 months, and have worked for the City for at least 1,250 hours during the 12-month period immediately preceding the requested leave, may be eligible for unpaid Family and Medical Leave. Under California law, Family and Medical Leave provides up to 12 workweeks of unpaid leave during any 12-month period for: (a) the birth of a child or to care for a newborn of the employee; (b) the placement of a child with the employee for adoption or foster care; (c) to care for the employee's child, parent or spouse who has a serious health condition; or (d) because of a serious health condition that makes the employee unable to perform the functions of his or her position. Please refer to the Family and Medical Leave Policy for details.

Pregnancy Disability Leave - Unpaid

The State of California Government Code provides for four months maximum leave per year for employees disabled due to pregnancy or related medical conditions. Refer to the Family and Medical Leave Policy for details.

School Activity Leave - Unpaid

The City of Glendale School Activity Leave Policy has been formulated to comply with the State of California Labor Code Section 230.8. This policy provides for unpaid leave of absence of 40 hours per

school year to allow parents, guardians and custodial grandparents to take time off to participate in school activities of their children. Any existing vacation, personal leave, or compensatory time off must be used as School Activity Leave prior to the use of unpaid leave. If the employee has no accrued paid leave, a leave of absence without pay may be utilized.

Bereavement Leave

In the case of death, or a critical illness where death appears to be imminent, for a member of your immediate family, you may be granted a leave of absence with full pay for up to three consecutive days [or, for 56-hour Fire employees, two working shifts (up to 48 hours and 30 minutes)]. Depending upon the circumstances, you may be required to present evidence of the facts justifying the leave (i.e. death certificate, obituaries, etc.) to your division head and the Administrative Services Division before you will be paid for the absence.

Release Time to Attend Employee Funeral

Upon approval of your division head and supervisor, employees may be excused for up to three hours to attend the funeral or memorial services of a fellow employee. This request can be denied if service requirements warrant a full staff.

Jury Duty

If you are summoned to serve on jury duty you should immediately notify your supervisor. Employees receive regular salary for up to ten work days in any one year while serving. However, any fees you receive for serving as a juror, excluding mileage, must be returned to the City.

If your jury duty will last longer than ten days, in order for you to continue to receive your regular salary, the Jury Commissioner must formally request an extension for you from the City Manager.

Please refer to your Memorandum of Understanding for additional information regarding Jury Duty.

Military Leave

If you have worked for the City for more than a year you are entitled to a leave of absence with full pay for the first 30 days of military duty. The period over 30 days is considered as a leave of absence without pay. This paid leave does not apply to weekly or weekend meetings.

Leave of Absence for Voting

Officers and employees who are registered voters may be entitled to a leave up to a maximum of two hours of City time for the purpose of voting on days when federal and state elections are held, if they are unable to vote on their own time due to the distance between their place of employment and the polling place. The time off for voting shall be only at the beginning or end of the employee's regular working shift, whichever allows him or her the most free time for voting and the least time off from his or her regular working shift. Employees must give at least two working days' notice that they desire such time off for voting.

Leave of Absence—U.S. Citizenship Swearing-In Ceremony

In recognition of City employees receiving their United States citizenship, the City proudly recognizes

their new citizenship status and provides a leave of absence with pay to attend the Swearing-In Ceremonies.

Leave of Absence Without Pay

Your division head may approve a leave of absence without pay for up to seven days a month. If you need a period of time longer than seven days, it must be approved by your division head and the City Manager. Refer to your Memorandum of Understanding for further information.

Other Leaves

Provisions for other leaves of absence, or additional guidelines regarding the above leaves of absence, are set forth in the Administrative Policy Manual, the Memoranda of Understanding, and the Salary and Benefit Ordinances.



*"People who feel good
about themselves
produce good results."*