

# SECTION 5

## EMPLOYEE TIME OFF FROM WORK

**\*\*The Town of Yorktown Police Department maintains a Standard Operating Procedures Manual that addresses the specific policies and procedures for the officers' holiday, vacation, and PTO.**

### **5.1 HOLIDAYS**

All full-time employees will receive the following paid holidays per year:

<i>Employee class:</i>	<i>(40 hour)</i>	<i>(FT&lt;40 hour)</i>	<i>(salaried)</i>
New Year's Day	8 hours	7 hours	1 day
Dr. Martin Luther King Day	8 hours	7 hours	1 day
President's Day	8 hours	7 hours	1 day
Good Friday	8 hours	7 hours	1 day
Election Day (Primary & General)	4 hours	3.5 hours	-----
Independence Day	8 hours	7 hours	1 day
Labor Day	8 hours	7 hours	1 day
Veterans Day	8 hours	7 hours	1 day
Thanksgiving	8 hours	7 hours	1 day
Lincoln's Birthday	8 hours	7 hours	1 day
Christmas Eve	4 hours	3.5 hours	-----
Christmas	8 hours	7 hours	1 day
New Year's Eve	4 hours	3.5 hours	-----

The Town Council may recognize additional days, if it is deemed proper to do so.

If any of the holidays falls on a Saturday, the preceding Friday shall be the observed holiday. If any of the holidays fall on a Sunday, the following Monday shall be the observed holiday.

Part-time and temporary employees will not be paid for holidays.

The Town recognizes that there may be religious holidays (other than those already designated as holidays) that employees would like to observe. It may be possible to arrange these holidays as scheduled days off, authorized absences without pay, or personal time off. Requests for the time off to observe religious holidays must be approved by the employee's supervisor.

## 5.2 VACATION

It is the practice of the Town to provide full-time salaried and hourly employees with an annual paid period for rest and relaxation. The objective of vacations is the maintenance of employee health and morale.

Accrued vacation leave is an asset for the employee and pay for this time shall be made to the employee or their estate upon resignation or death. In calculating vacation leave, the employee's starting date with the Town will be used as long as the service has been continuous. Part-time and seasonal employees are ineligible for vacation leave with pay, however if agreeable with their immediate supervisor, they may take non-paid leave when necessary.

All **full-time hourly employees** who are scheduled for 40-hour work weeks are granted vacation with pay by the following schedule:

After 1 year of employment	40 hours
After 2 years of employment	80 hours
After 5 years of employment	120 hours
After 10 years of employment	160 hours

All **full-time hourly employees** who are scheduled for less than 40-hour work weeks are granted vacation with pay by the following schedule:

After 1 year of employment	35 hours
After 2 years of employment	70 hours
After 5 years of employment	105 hours
After 10 years of employment	140 hours

Vacation time is credited on the anniversary date of employment.

After one year of employment, all hourly department heads shall receive 120 hours of vacation time annually. After ten years of employment, they shall receive 160 hours of vacation time annually.

Employees will plan vacations with their supervisors so that due consideration to the needs of the Town will be given. In the event of multiple requests for vacation during the same time period, employee seniority is a factor in approving a vacation request. A vacation request for a specific time can be denied if it would be detrimental to the operation of the department.

Employees are allowed to use vacation time as soon as it is earned. Vacation time must be used within one year of the date it is earned or it is lost. No compensation will be paid for vacation not used. Vacation time must be taken in no less than 1-hour increments.

**Salaried full-time employees** are granted vacation with pay by the following schedule:

Upon hire	25 days
After 10 years of employment	30 days

Vacation time is credited on January 1. Vacation time must be taken in no less than 1-day increments. Salaried employees are permitted to carry over no more than 5 vacation days to the following year. No compensation will be paid for vacation not used.

The Town reserves the right to determine vacation schedules and to rearrange vacation schedules. Further, the Town may alter its vacation policy at any time.

### **5.3 PAID TIME OFF (PTO)**

*Note: All PTO leave restrictions will comply with the requirements of the Family and Medical Leave Act, when appropriate.*

All **full-time hourly employees** who are scheduled for 40 hour work weeks are granted PTO by the following schedule:

Employees shall accrue PTO at a rate of 4 hours per month plus an additional 16 hours on January 1 of each calendar year.

All **full-time hourly employees** who are scheduled for less than 40 hour work weeks are granted PTO by the following schedule:

Employees shall accrue PTO at a rate of 3.5 hours per month plus an additional 14 hours on January 1 of each calendar year.

PTO begins to accrue after the first month of employment and is awarded on the first day of each month. PTO must be taken in 0.25-hour increments.

Employees shall notify their supervisor of their absence at least one hour prior to the start of their work shift.

A total of 128 hours of PTO time may be banked. Hours of PTO above 128 will be added to vacation time and are subject to vacation time rules.

Accumulated PTO will not be paid to employees or their estate upon resignation, termination, or death. *Salaried employees are not entitled to PTO other than their vacation time.* Part-time and seasonal employees are ineligible for PTO, however if agreeable with their immediate supervisor, they may take non-paid leave when necessary.

An employee is not entitled to PTO pay if, at the time, they are collecting workers' compensation benefits for an illness or injury.

The Town provides short-term and long-term disability insurance benefits to all full-time employees. Any waiting period/elimination period, benefit amount, and benefit duration is governed by that insurance coverage provided in the Group Policy and may change from time to time. Employees receiving disability benefits are responsible for their portion of health and other insurance and any other items they have authorized with payroll deduction during their time off.

## **5.4 OTHER LEAVE**

### **BEREAVEMENT LEAVE:**

Full-time (40 hour) employees shall receive 24 hours of paid leave, full-time (less than 40 hour) employees shall receive 21 hours of paid leave, salaried employees shall receive 3 days paid leave for the death of the following relatives: Spouse, child, step-child, parent, sibling, grandparent, grandchild, mother-in-law, or father-in-law, or another relative living in the employee's residence.

Full-time (40 hour) employees shall receive 8 hours of paid leave, full-time (less than 40 hour) shall receive 7 hours of paid leave, salaried employees shall receive 1 day paid leave for the death of the following relatives: Brother-in-law, sister-in-law, aunt, uncle, niece, or nephew.

Employees may use vacation time or PTO to attend the funeral of a friend or other relative not listed.

Bereavement leave must be taken in 4-hour increments for full-time (40-hour) employees and 3.5-hour increments for full-time (less than 40-hour) employees. Documentation (i.e. death certificate, obituary, etc.) and relationship must be provided to the clerk/treasurer's office. Part-time or temporary employees who are not eligible for bereavement leave shall request time off from their supervisor if needed for bereavement. Any granted time off for bereavement will be unpaid.

### **PROFESSIONAL & TRAINING LEAVE:**

Authorized leave with pay may be granted to employees in order to attend workshops, conventions, or other appropriate training activities which will improve their skills and further their effectiveness on the job. Authorization will come from department heads and must be given prior to the activity if the employee is to receive pay and reimbursement for costs relating to the approved training. The Town Manager shall approve professional and training leave for department heads.

## **5.5 LEAVES OF ABSENCE**

*Note: Leave requests under the Family and Medical Leave Act are covered in a separate policy (see Section 5.6)*

Employees may be granted a personal, non-medical leave of absence without pay at the discretion of the Town Council in consultation with the Town Manager and department supervisor. An employee desiring a leave of absence shall make a written request to the Town Manager and receive written approval of the Town Council before such a leave begins. The leave request shall state the dates for the proposed leave and the reasons for such leave. Leaves of absence are not intended for employees who are leaving their employment and do not plan to return to work for the Town.

Leaves of absence are authorized in thirty (30) day increments and may be extended at the request of the employee and with approval by the Town Manager for a period not to exceed ninety (90) total days away from work. An employee returning from a leave of absence may be subject to a return-to-work drug screen. If an employee does not return to work at the expiration of the leave, the Town will consider the employee to have resigned effective the first day of the leave.

Vacation and PTO will not accrue during a leave of absence which may necessitate an adjustment for credit dates. No holidays will be paid during a leave of absence. Group medical coverage may remain in effect during such leave if the employee chooses to pay the entire premium by the end of the month prior to the premium being due. Employees are responsible for any other items they have authorized with payroll deduction during their time off.

Unpaid leaves of absence may be denied if the requested interferes with the efficient operation of the department.