

ARTICLE 9: PAID TIME OFF

Library Employees see Addendum "B" for Sections 1-3

Section 1. Personal Time Off. Eligible employees will be provided annually with Personal Time Off (PTO) while meeting the operational needs of the City according to the appropriate schedule below. To assist in recruiting the best candidate for vacant positions, Department Heads may work with Human Resources and the Mayor to offer an increased PTO schedule (up one additional level in the accrual schedules below) to potential candidates, if warranted. Initially, 80 hours of PTO will be awarded upon hire, and after that PTO-PTO will accrue and become available on a pro-rata basis each payroll cycle. All time off requests must have prior approval from the employee's direct supervisor. Part-time employees will be allotted initial PTO on a pro-rata basis and will subsequently accrue PTO on a pro-rata basis. PTO will be available for use after 30 days of employment.

Employees who separate employment within the first year shall not receive a payout of the initial 80 hours. In addition, if any of the initial allotment of hours was used during that first year, the employee will be required to pay back that time on their last paycheck. Exceptions may be made with documented approval from the Human Resources Director and the Department Head.

A) Hourly Employees

- 80 hours PTO will be available to use after 30 days of employment.

Accrual schedule (full-time):

<u>After 1 year of service</u>	<u>120 hours</u>	<u>(4.62 hours per pay period)</u>
<u>After 4 years of service</u>	<u>136 hours</u>	<u>(5.23 hours per pay period)</u>
<u>After 7 years of service</u>	<u>160 hours</u>	<u>(6.15 hours per pay period)</u>
<u>After 10 years of service</u>	<u>168 hours</u>	<u>(6.46 hours per pay period)</u>
<u>After 11 years of service</u>	<u>176 hours</u>	<u>(6.77 hours per pay period)</u>
<u>After 12 years of service</u>	<u>184 hours</u>	<u>(7.08 hours per pay period)</u>
<u>After 13 years of service</u>	<u>192 hours</u>	<u>(7.38 hours per pay period)</u>
<u>After 14 years of service</u>	<u>200 hours</u>	<u>(7.69 hours per pay period)</u>
<u>After 19 years of service</u>	<u>240 hours</u>	<u>(9.23 hours per pay period)</u>
<u>After 21 years of service</u>	<u>248 hours</u>	<u>(9.54 hours per pay period)</u>

B) Salary employees, except the Department Heads, Fire and Police Chiefs and Deputies

- 80 hours PTO will be available to use after 30 days of employment.

Accrual schedule (full-time):

<u>During the 1st year of service</u>	<u>48 hours</u>	<u>(1.85 hours per pay period)</u>
<u>After 1 year of service</u>	<u>128 hours</u>	<u>(4.92 hours per pay period)</u>
<u>After 2 years of service</u>	<u>144 hours</u>	<u>(5.54 hours per pay period)</u>

<u>After 4 years of service</u>	<u>168 hours</u>	<u>(6.46 hours per pay period)</u>
<u>After 7 years of service</u>	<u>176 hours</u>	<u>(6.77 hours per pay period)</u>
<u>After 10 years of service</u>	<u>192 hours</u>	<u>(7.38 hours per pay period)</u>
<u>After 12 years of service</u>	<u>200 hours</u>	<u>(7.69 hours per pay period)</u>
<u>After 14 years of service</u>	<u>208 hours</u>	<u>(8.0 hours per pay period)</u>
<u>After 19 years of service</u>	<u>248 hours</u>	<u>(9.54 hours per pay period)</u>
<u>After 24 years of service</u>	<u>264 hours</u>	<u>(10.15 hours per pay period)</u>

C) Department Heads, Police Chief, Assistant Chief, Fire Chief and Deputy Chiefs

- 80 hours PTO will be available to use after 30 days of employment.

Accrual schedule (full-time):

<u>During the 1st year of service</u>	<u>48 hours</u>	<u>(1.85 hours per pay period)</u>
<u>After 1 year of service</u>	<u>168 hours</u>	<u>(6.46 hours per pay period)</u>
<u>After 5 years of service</u>	<u>180 hours</u>	<u>(6.92 hours per pay period)</u>
<u>After 9 years of service</u>	<u>192 hours</u>	<u>(7.38 hours per pay period)</u>
<u>After 12 years of service</u>	<u>200 hours</u>	<u>(7.69 hours per pay period)</u>
<u>After 14 years of service</u>	<u>216 hours</u>	<u>(8.31 hours per pay period)</u>
<u>After 19 years of service</u>	<u>256 hours</u>	<u>(9.85 hours per pay period)</u>
<u>After 24 years of service</u>	<u>280 hours</u>	<u>(10.77 hours per pay period)</u>

D) Police Captains and Police Lieutenants

- 80 hours PTO will be available to use after 30 days of employment.

Accrual schedule (full-time):

<u>During the 1st year of service</u>	<u>8 hours</u>	<u>(.31 hours per pay period)</u>
<u>After 1 year of service</u>	<u>152 hours</u>	<u>(5.85 hours per pay period)</u>
<u>After 10 years of service</u>	<u>176 hours</u>	<u>(6.77 hours per pay period)</u>
<u>After 15 years of service</u>	<u>200 hours</u>	<u>(7.69 hours per pay period)</u>
<u>After 20 years of service</u>	<u>240 hours</u>	<u>(9.23 hours per pay period)</u>

At no point in time will an employee be allowed to exceed 115% of allotted personal time off. All time off exceeding 115% will be cancelled and no payment made. PTO bank may go into a negative balance of no more than 24 hours with a supervisor's approval.

Employees with at least one year of service who terminate employment will receive payment at the employee's regular rate of pay for all accrued, unused, and available personal time off, provided the employee gives their direct supervisor proper written notice two weeks in advance in the event of their voluntary termination, or 30 days advance notice in the event of retirement. If an employee terminates employment and has a negative PTO balance, the employee agrees to reimburse the City for the negative balance as either a payroll deduction on the last paycheck or

by invoice. Employees who leave the City involuntarily will receive no payout of accrued PTO, unless otherwise approved by Human Resources Director and Finance Director/Treasurer.

Employees who give proper notice of separation or retirement (see above) from the City may not extend their employment using paid time off (vacation, PTO, etc.). ~~All accrued PTO will be paid out.~~ Exceptions may be made with documented approval from the Human Resources Director and the Department Head.

Section 2. Sick Leave. All non-represented, full-time employees, who are active as of January 1 annually, will be provided with 24 hours of sick leave which may be used each calendar year to address their own personal health care needs or the health care needs of a spouse or an immediate family member who resides primarily with and is primarily dependent on the employee for care and support. An employee may access any additional extended leave after using other available paid leave (24 hours sick leave, PTO, old sick leave bank, compensatory time) for three days. Part-time employees working at least 20 hours per week, will receive 12 hours of sick leave.

All use of sick leave is subject to verification and the City reserves the right to request a doctor's slip for any sick leave request.

Unused leave will be forfeited each year. However, employees will receive a good attendance bonus as follows for unused leave as of December 31 each year.

Full-Time Employees

- Less than 8 hours remaining: no bonus
- 8-15.99 hours remaining: 4 hours PTO placed in bank
- 16 hours or more remaining: 8 hours PTO placed in bank

Part-Time Employees (working 20 hours or more per week)

- Less than 4 hours remaining: no bonus
- 4-7.99 hours remaining: 2 hours PTO placed in bank
- 8 hours or more remaining: 4 hours PTO placed in bank

Good attendance bonus hours will be placed into employees' PTO banks during the first month of the following year and will not impact or change the annual accrual rates.

Section 3. Extended Leave Banks.

A) Use. Employees will be provided with extended leave banks to address their own personal health care needs or the health care needs of a spouse or an immediate family member who resides primarily with and is primarily dependent on the employee for care and support. ~~If an employee is absent for four or more consecutive days, e~~Extended leave may be used for the fourth day and any subsequent consecutive days for absences of four or more days. Other paid

~~leave may be used for the first three days.~~ Extended leave may be used for absences which qualify as federal and/or state Family and Medical Leave Act protection. All use of extended leave is subject to verification and the City reserves the right to request a doctor's slip for any extended leave request.

B) Extended Leave Bank Accrual. Employees will be granted 10 days of extended leave per calendar year. Employees hired after January 1 will be granted extended leave on a pro-rata basis the first year of employment. Unused extended leave will be placed in a "bank" which will be available to the employee for future use, until such time as the "bank" has a maximum accumulated total of 10 weeks of paid time off (e.g. 400 hours for full-time, 40 hour per week employees). There will be no accrual of extended leave in this bank beyond 10 weeks of leave. Unused extended leave in this bank will be cancelled upon termination (e.g. resignation, retirement, layoff, death, dismissal) and no payment will be made.

☞ Old Sick Leave Bank Employees who have an accrued sick leave balance will have that balance placed in a separate account for future use and/or payout upon layoff, retirement or death. The balance in this account may not exceed 960 hours. This accrued sick leave may be paid out in whole or in part at any time prior to layoff, retirement or death at the sole discretion of the Common Council. There will be no future accrual added to this sick leave balance. Said sick leave may be used for the employee's own personal health care needs or the health care needs of a spouse or an immediate family member who resides with and is dependent on the employee for care and support. Management reserves the right to verify the use of sick leave. Employees leaving employment of the City either by choice or dismissal, shall have this sick leave balance cancelled and no payment will be made. The remaining sick leave balance will only be paid out to the employee upon layoff, retirement (upon reaching qualified age as dictated by WRS), or death. 120 days advance written notice to Human Resources, Payroll, and the employee's direct supervisor is required for retirement to be eligible for payout. Any payout balance over \$5,000 will be placed into either a medical reimbursement account or a special pay account. A third-party representative will contact you to determine which option is selected. Sick leave credits are to be computed by dividing the annual wage or salary by 255 days in order to arrive at the daily wage or salary rate when the employee entered the employee policy manual coverage.