

Section 3. Sick Leave Reserve Banks Extended Leave Bank.

A) Use. Employees will be provided with ~~reserve sick~~extended leave banks to address their own personal health care needs or the health care needs of a spouse, ~~registered domestic partner~~ or an immediate minor family member who resides with and is dependent on the employee for care and support. If an employee is absent for four or more consecutive days, One day of sick extended leave may be used for the fourth day and any subsequent consecutive days. Other paid leave may be used for the first three days. absences which exceed three consecutive work days in duration. SickExtended leave may be used for absences which qualify as federal and/or state Family and Medical Leave Act protection. All use of sick extended leave is subject to verification and the City reserves the right to request a doctor's slip for any extended leave request.

B) ~~B) Reserve-Extended Leave Bank Accrual.~~ Employees will be granted 10 days of sickextended leave per calendar year. Employees hired after January 1 will be granted sickextended leave on a pro-rata basis the first year of employment. Unused sickextended 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 sickextended leave in this bank beyond 10 weeks of leave. Unused sickextended leave in this bank will be cancelled upon termination (e.g. resignation, retirement, layoff, death, dismissal) and no payment will be made.

A)

ARTICLE IX: 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 to offer an increased PTO schedule to potential candidates, if warranted. 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 accrue PTO on a pro-rata basis.

[schedule removed]

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 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 his/her direct supervisor proper written notice two weeks in advance in the event of his/her 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.

~~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.~~

As of the date of application of the above schedule to existing employees, no existing employee will have a reduction in his/her current personal time off accrual. An employee so affected will be frozen at his/her current level until such time as he/she is eligible to advance through years of service according to the applicable schedule above, and will then continue according to that schedule.