

ANNUAL LEAVE
Revised December 2008

SECTION: 24

A. PURPOSE

In order to minimize the financial hardships that may result from absences from work, Tooele City provides annual leave benefits to qualifying employees who are approved to be absent from work.

B. ACCRUAL RATE

1. Full-time Regular and Appointed employees accumulate annual leave based on their years of service as a benefit eligible employee. Service must be continuous as a benefit eligible employee, however, in some circumstances employees may be entitled to reinstatement of prior service (See Section 5: Discipline & Separation). Accrual is prorated for periods when the employee's compensation from Tooele City payroll falls below their established bi-weekly salary (I.e. an employee is off work due to short-term disability). Accrual rates are as follows:

Up to 5 years of service	4 hours per pay period
5 to 10 years of service	4.93 hours per pay period
10 to 15 years of service	6.77 hours per pay period
15 or more years of service	8 hours per pay period

2. Part-time regular employees accrue annual leave on a prorated basis according to the number of hours they work each pay period.

C. ALLOWABLE USES

1. Use of annual leave is a privilege extended to employees by their supervisor and use is not an acquired right. Established attendance policies apply regarding approval for absences.
2. Annual leave may be used for personal reasons such as: vacations, rest and relaxation, to conduct personal business or affairs, or for emergencies.
3. An employee may elect to use annual leave in lieu of sick leave at his/her discretion. However, Tooele City reserves the right to obtain verification of the need for such absence when the absence is expected to exceed five working days or when excessive or recurring annual leave is being taken for such purposes. This includes the right to use tools available under the Family and Medical Leave Act to verify the need for leave, including obtaining 1st, 2nd, and 3rd opinions.

D. MAXIMUM ACCUMULATION

An employee may elect to accumulate up to but no more than 280 hours of annual leave at the end of any fiscal year, June 30. Annual leave in excess of 280 hours will be lost at

ANNUAL LEAVE
Revised December 2008

SECTION: 24

the end of the pay period following June 30. If an employee has made timely application for leave and the supervisor couldn't approve the leave due to the needs of the department, the department head may permit annual leave to be carried over into the following fiscal year, which leave hours may then exceed the 280 hours limit

E. REQUIREMENT TO USE

1. When an employee is absent, the employee's available annual leave balance will be reduced by Tooele City (except that an employee is provided the option of whether or not to supplement wages paid by Worker's Compensation, Military Leave, or short-term disability if approved for full or partial wage replacement by a City-sponsored provider), and will be coordinated with any other benefits by an amount necessary to bring the employee's compensation to a combined total equal to their established bi-weekly rate of pay.
2. When a part-time employee is absent, the employee's available annual leave balance will be reduced by Tooele City, and will be coordinated with any other benefits (except that an employee may decline to do so for periods covered by Worker's Compensation or Military Leave), by an amount necessary to bring the employee's compensation to a combined total equal to their established bi-weekly rate of pay, or to a combined total equal to their established benefit eligibility hours, whichever is less.

F. SAME DAY AS HOLIDAY

A holiday that falls on an employee's regular working day within a period when annual leave is being taken will be credited as a holiday and not as a day of annual leave.

G. PROVISIONS FOR EMPLOYEES COMPLETING THEIR ORIENTATION PERIOD/REQUIREMENT TO REPAY USED ANNUAL LEAVE TO CITY

Employees are eligible at any time after first accrual to take up to the amount accumulated with the understanding that annual leave pay will be deducted from their final paycheck upon failure to complete six months continuous service following the first date of accrual or upon failure to complete the established orientation period, whichever is later.

H. PROVISIONS RELATING TO SEPARATION FROM EMPLOYMENT

An employee may not use annual leave to extend his/her effective date of separation beyond his/her two-week notice of resignation. Separating employees will be paid the balance of the accumulated annual leave, not to exceed 280 hours, plus the current fiscal year's accumulated hours of annual leave.