



## City of Round Rock Leave Management Procedure

### Change Control

<b>Authors</b>		City Manager's Office	
<b>Effective Date</b>		August 1, 2012	
<b>Approval</b>	<b>Date</b>	July 10, 2012	
	<b>Name</b>	Steve Norwood	
	<b>Title</b>	City Manager	
	<b>Signature</b>		

### I. SCOPE

The procedure guides departments through the steps of administering, approving, documenting, and monitoring employee leave benefits, which are accrued and paid for personal or family illness and vacation. It also includes guidelines for the use of holiday bank time when earned.

Where appropriate, references are made to other programs, such as the Family Medical Leave Act (FMLA), which may affect the use of leave.

This leave procedure does not document the use of benefits for administrative leave, court leave, military leave, bad weather pay, emergency leave and leaves resulting from job injuries.

### II. DEFINITIONS

<b>Accrued Paid Leave</b>	Unless otherwise restricted in the text, this term refers to the group of three leave benefits for which time is accumulated in individual accounts: sick leave, vacation, and holiday bank time.
<b>Absent Without Authorization (AWL)</b>	Timekeeping designation for time that the employee is not at work during designated work hours and for which approved leave is not granted.
<b>Attendance Violation</b>	More than 6 occurrences in a three-month tracking period. Time taken for FMLA events, military leave or workers' compensation should not be counted as occurrences.
<b>Failure to Notify</b>	An employee's failure to notify management of the need for vacation leave, sick leave, and holiday bank time in accordance with established policy and procedures.
<b>Holiday Bank Time</b>	Time earned when a police officer or firefighter works on a holiday.
<b>Immediate Family</b>	The employee's spouse, child, parent, mother-in-law, father-in-law, daughter-in-law or son-in-law who needs care and assistance as a direct result of a documented medical condition.

<b>Late Arrival</b>	Failure to arrive to work at the scheduled start time. Two late arrivals in a pay period are equal to one occurrence.
<b>Leave</b>	Approved time off for a specified amount of time.
<b>Leave Request</b>	Completion of a leave request form or entry in Time Management Self Service (TMSS) to request time off that must be approved or denied by the supervisor.
<b>Misuse of Sick Leave</b>	Use of sick leave for a purpose other than that for which it was approved, requested or intended, or for a reason that is not in compliance with the sick leave policy.
<b>Occurrence</b>	An event of full or partial day unscheduled absence. Consecutive days of continual absence are one occurrence. Example: Absent for a full day Monday and Tuesday of the same week is one occurrence. Absent Monday and Wednesday of the same week are two occurrences.
<b>Pattern of Abuse</b>	Re-occurring events, such as days of the week, number of hours, before or after holidays or paydays, etc.
<b>Planned Absence</b>	Time off that has been anticipated and scheduled in advance.
<b>Sick Leave</b>	Leave taken for doctor's appointment, personal illness or physical incapacity of an employee or to care for a member of employee's immediate family who is ill or incapacitated due to a medical condition.
<b>Unauthorized Absence</b>	Time off that is not approved by management.
<b>Unscheduled Absence</b>	Time off that is not scheduled, is necessitated by an emergency or is otherwise not planned or approved in advance.

### III. ROLES AND RESPONSIBILITIES

<b>Department</b>	<ul style="list-style-type: none"> <li>• Ensures each employee is aware of the policy and procedures for utilizing leave and the consequences when misuse occurs.</li> <li>• Ensures each supervisor is effectively managing employee use of leave.</li> <li>• Ensures appropriate use of leave by City employees by requesting appropriate documentation.</li> <li>• Ensures that business needs are met when approving leave.</li> <li>• Originates Leave Request (paper or TMSS) only if the time sheet is due and the employee is absent.</li> <li>• Confirms employee has enough sick leave, vacation, or holiday bank time to cover the absence requested.</li> <li>• Monitors employee requests for and use of time off with or without pay, and responds to patterns of misuse.</li> <li>• Takes appropriate action if an employee misuses sick leave.</li> <li>• Discusses changes to leave request with employee prior to authorization and changes being made.</li> <li>• Refers employee to the FMLA Coordinator and other program coordinators when appropriate to determine if leave request qualifies under other program guidelines.</li> <li>• Approve or deny the Leave Request and notifies the employee in a timely manner, usually within 48 hours.</li> <li>• Establishes additional departmental procedures and rules for handling leave request as needed.</li> <li>• Maintains confidentiality of employee medical issues.</li> </ul>
<b>Employee</b>	<ul style="list-style-type: none"> <li>• Abides by the guidelines for using leave as defined in CORR Personnel Policies, this procedure and department procedure.</li> <li>• In a timely manner, originates and submits all requests for sick leave, vacation, and holiday bank time absences to supervisor on the Leave Request and submit appropriate documentation, as needed.</li> <li>• Approved Leave Request must be complete and submitted with the time sheet for the week in which the leave is taken.</li> <li>• For unscheduled absences, contacts supervisor, manager or designee within time frame set by department. Upon return to work, submits a Leave Request (paper or TMSS) for supervisor approval if use of accrued leave benefits is requested for time away from work.</li> <li>• Contacts supervisor, manager or designee each day of absence unless prior extended absence has been approved.</li> <li>• If incapacitated, ensures that a representative (preferably spouse or family member) contacts supervisor each day of absence unless prior extended absence has been approved.</li> <li>• When requesting the use of accrued leave time or Leave Without Pay for unscheduled late arrival, originates Leave Request form for supervisor approval upon arrival to work.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understands that the use of sick leave, vacation, or holiday bank time is not approved until the Leave Request with approval is received from the supervisor.</li> <li>• When absent for five or more consecutive days due to injury or illness, provides a return to work release from a medical care provider indicating ability to resume work.</li> </ul>
<b>Human Resources Department (HRD)</b>	<ul style="list-style-type: none"> <li>• Approves department procedures that are modified to extend beyond the guidelines set out in this procedure.</li> <li>• Supports departments by providing advice when disciplinary action is needed.</li> <li>• Monitors the departments' effectiveness in managing leave usage.</li> </ul>

**IV. GENERAL GUIDELINES**

**1. Standard Leave Request Form/Use of TMSS**

Individual departments are expected to use a standard Leave Request Form for their department if they are not on TMSS. Departments on TMSS are expected to submit leave request to supervisors in advance to taking off work.

**2. Incremental Use of Benefit**

When requested and approved, vacation, sick leave or holiday bank time may be taken in minimum increments of one-quarter hour.

**3. Reducing Use of Paid Accrued Leave during Workweek**

Sick, Vacation and Holiday Bank Time

- In the event an employee has worked hours in excess of a standard workweek, any accrued leave that was previously approved may be reduced by the amount of time needed to equal the standard workweek. When possible, the employee will be given 72 hours notice of the change to the work schedule.

- The leave hours that are not used remain in the individual accrual account to be used at another time.

**EXAMPLE**

If an employee works eight hours each day Monday through Thursday, reports eight hours sick on Friday, and then comes to work eight hours on Saturday, the employee reports 48 hours.

The department should not charge sick leave for the eight hours on Friday; forty hours would be reported for the work week and the employee retains the eight hours of sick leave for use at another time.

**4. Compensating Leave**

Employees will be compensated for leave as used, designated, and approved on weekly time sheets. Sick leave or other accrued leave will not be advanced. Accrued leave balances remaining at termination of employment will be paid as defined by the Personnel Policies.

**5. Requesting Leave**

A leave request must be submitted with timesheets, unless on TMSS, for pay periods in which time will be charged to sick leave, vacation, and holiday bank time.

**NOTE**

The form is also used for time charged to other types of leave not covered by this procedure.

Employee originates Leave Request (paper or TMSS) indicating the type of leave taken; if applicable, includes reason for leave and supporting documentation.

With the exception of calling in sick, the Leave Request will be submitted to the supervisor for approval prior to taking time off. If an employee calls in sick, a Leave Request is completed upon return for approval by supervisor.

If an employee needs an extended Leave Requests, they should:

- Contact supervisor, manager or designee each day of absence unless prior extended absence has been approved. In the event that the employee is unable to call in due to incapacitation, a representative (spouse or family member) may call in for the employee.

**6. Planned Absence**

When the reason for leave is foreseeable, the employee should communicate the need for the leave to immediate supervisor, department director or designee within a reasonable period of time before the leave commences.

Employees and supervisors are encouraged to review and request assistance with the FMLA guidelines as early in the leave request process as possible.

**7. Sick Leave Related to Delivery and Care of Newborn Child**

Employees may request a combination of paid and unpaid leave and FMLA leave in accordance with the City's personnel policies for delivery and care of a newborn child. Accrued sick leave may be applied, with approval, prior to and after delivery, if warranted by physician's directives.

**8. Unscheduled Absence or Late Arrival**

When the reason for the leave is unexpected, the employee should communicate with immediate supervisor, department director or designee within time frame set by department.

Employee may request approval to use vacation or holiday bank time for unscheduled absences or late arrivals to work.

If the employee was absent due to doctor's appointment, personal illness or physical incapacity or to care for a member of employee's immediate family who is ill or incapacitated due to a medical condition, the employee may request sick leave.

If approved by the supervisor, the employee (not the supervisor) originates a Leave Request for the time taken off.

**NOTE**

Supervisor originates Leave Request only if the time sheet is due and the employee is absent.

Employee is not required to use any paid accrued leave benefits, but time off may be designated Leave without Pay (LWP) or Absent without Authorization (AWL) at management discretion.

An unscheduled absence or late arrival may be counted as an occurrence regardless if leave is used or not.

**9. Flexing Work Schedules**

As determined by the department, an employee may be allowed to flex his or her work schedule and not use accrued paid leave benefit during a pay period. When possible, the employee will be given 72 hours notice of the change to the work schedule.

Flexible scheduling should not be carried over but should be limited to current workweek (for nonexempt employees) or pay period (for exempt employees), when possible.

**EXAMPLES**

- An employee works 15 minutes extra after work to make up for being late that morning.
- An employee takes two hours off on Monday and makes it up during the week by working 30 minutes extra each day.

**10. Mandating Use of Accrued Leave Benefits**

Since these accounts accrue as a benefit to individual employees based on the time they work for the City of Round Rock, the benefits are generally available for use at the employee's discretion, with supervisor approval.

- Employees cannot be required to use vacation, sick leave or holiday bank time.
- Employees may be required to manage holiday bank time balances in compliance with department standards. However, if an employee's vacation balance is at the maximum carryover balance, the employee should be allowed to use vacation as well as holiday time. These standards may be set by individual departments to meet business and budget needs.

**11. Failure to Notify**

An employee's failure to notify management of the intent to be absent from work and/or to use sick leave, vacation, or holiday bank time in accordance with established policy and procedures may result in disciplinary action.

**12. Exhaustion of Sick Leave Benefits**

After an employee's accrued sick leave has been exhausted, other paid leave benefits may be used upon request of the employee.

**NOTE**

An employee whose paid leave has been exhausted may be entitled to unpaid leave under the FMLA Policy.

When the absence is due to doctor's appointment, personal illness or physical incapacity or is due to caring for a member of employee's immediate family who is ill or incapacitated as a result of a medical condition, and the absence exceeds the amount of total paid leave earned and approved, the pay of an employee is discontinued until the employee returns to work.

**NOTE**

Unpaid leave cannot exceed six (6) months as allowed by the personnel policy.

Employee will be placed on unpaid leave as of the day following the last day of paid leave through the twelve-week period of FMLA. Additional unpaid leave may be requested as allowed by personnel policies.

**13. Other Applicable Leave Procedures**

Employee may require time off from work due to circumstances not covered by this procedure, for which other leave benefits may apply.

Employee and department should reference CORR Personnel Policies and procedures for court leave, military leave, emergency leave and on-the-job injuries.

These leave benefits do not accrue and may be used only in specific situations. The Leave Request is also used to request approval for most of these additional types of leave.

**V. DOCUMENTING LEAVE REQUEST**

**Step 1 - Employee Originates Form**

Employee originates a Leave Request indicating the type of leave to be taken; supervisor originates Leave Request only if time sheet is due and the employee is absent.

If possible, Leave Request should be processed prior to taking the time off.

If absence was unscheduled and use of accrued leave benefits are requested, employee completes a Leave Request upon return to work for approval by supervisor.

**NOTE**

- Requests to use sick leave require a reason on leave request.
- Requests to use vacation leave for a FMLA qualifying event should be noted on Leave Request.

**Step 2 - Supervisor Reviews Request**

Supervisor ensures that the employee has enough accrued leave to cover the absence requested. Supervisor may request additional information as needed to ensure appropriate use of leave benefit. The Supervisor ensures that business needs are met.

Department director or designee reviews requests for Leave without Pay or other leaves requiring director review (as designated by department).

**Approval of Request**

- Supervisor/director checks appropriate approval boxes on form and signs and dates the form.

**NOTE**

Once approved, a supervisor may withdraw the approval if business needs change prior to leave being taken.

**Denial of Request**

- Supervisor/director checks appropriate “denied” boxes on form, signs and dates the form.
- Supervisor/director discusses with employee the reasons for non-approval.

**NOTE**

If leave request is denied, employee time away from scheduled work may be designated ‘Leave without Pay’ (LWP) or ‘Absent without Authorization’ (AWL).

**Step 3 - Leave Request Distribution**

Upon approving or denying the use of leave, the supervisor notifies the employee of the decision in a timely manner.

**VI. MONITORING USE OF ACCRUED PAID LEAVE**

**1. Attendance Management Methods**

Attendance will be managed by number of occurrences in a three-month period and number of violations in a 12-month period. The 12-month tracking period will be initiated with a violation.

**2. Misuse of Sick Leave**

An employee misuses sick leave when time is charged to sick leave but is actually used for a purpose other than for doctor’s appointment, personal illness or physical incapacity of the employee or for the care of a member of employee’s immediate family who is ill or incapacitated due to a medical condition.

**3. Disciplinary Action**

An employee who misuses sick leave or who has an attendance violation may be subject to disciplinary action up to and including termination.