

SECTION 6 – ABSENCE

- 6.1 Holidays**
- 6.2 Vacation**
- 6.3 Sick Leave**
- 6.4 Sick Leave Conversion**
- 6.5 Bereavement Leave**
- 6.6 Military Leave**
- 6.7 Jury Duty (Civil Leave)**
- 6.8 Leave of Absence Without Pay**
- 6.9 Disability Leave**
- 6.10 Family and Medical Leave**
- 6.11 Attendance Incentive (Trial Program)**
- 6.12 *Paid Time Off (Part-Time Employees)***

- A. This policy applies to all part-time and permanent part-time employees as defined under Section 3.1 of this Policy Manual, who have completed at least one (1) full year of continuous service and who have worked at least 500 hours in the previous calendar year. This policy does not apply to full-time, seasonal, temporary, or intermittent employees.
- B. As set forth herein, in Section 3.1, a part-time employee is an employee who works less than the standard work week established by the City for that department. Part-time employees are excluded from participating in holiday time off, vacation time, and sick leave. Part-time employees may be eligible for group health insurance coverage to the extent required by law.
- C. An employee shall accrue one (1) hour for each thirty-seven and one-half (37.5) hours actually worked, which excludes paid time off, up to a maximum of forty (40) hours of time off per year.

In addition to the above accrual, employees shall be credited on an annual basis for continuous, part-time service with the City of Avon as specified below:

5> years = 4 hours
10> years = 8 hours
15> years = 12 hours
20> years = 16 hours
25> years = 20 hours

No employee shall accrue more than sixty (60) hours of time off in any year.

Paid time off under this policy shall not count towards hours worked for the purposes of overtime under the FLSA.

- D. The accrual as set forth in Paragraph C shall be available for use beginning the first full pay period of January each year and is based on hours actually worked, excluding paid time off, in the preceding calendar year (i.e., January through December of the preceding year), and is calculated in arrears.
- E. Generally, an employee may not request time off for normal scheduled working hours, except in the case of illness of the employee or the employee's immediate family member as defined under Section 6.3 (*It should be noted that part-time employees are not eligible for sick leave), and other exceptions as approved by the Department Head and/or designee. The purpose of this policy is to allow part-time employees, who are not eligible for holidays, to use paid time off for holidays, upon approval by the Department Head and/or Mayor.

- F. Requests for paid time off shall normally be submitted at least two (2) calendar weeks in advance of the date(s) being requested. Exceptions to the time requirements may be made with the consent of the Department Head or designee. In the event two (2) or more employees request the same period for paid time off, and operational or staffing requirements as determined by the Employer preclude the granting of all requests, the requesting employee(s) with the most seniority (total years of continuous service with the City) will be approved. Approval or denial of all paid time off requests shall be at the sole discretion of the Department Head/designee.
- G. Paid time off must be used in minimum increments of one (1) hour and for no more than eight (8) hours in one day.
- H. Employees may carryover up to twenty (20) hours of paid leave to the following year. No employee shall have available for use more than sixty (60) hours of paid time off at any one time.
- I. Upon retirement or separation from employment, for reasons other than a disciplinary discharge, any unused paid time off shall be paid out at the employee's existing hourly rate at the time of retirement or separation.

Original Adoption Date	Revision Date
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