

ANNUAL LEAVE
Revised November 2021

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. **ANNUAL LEAVE ACCRUAL**

1. Regular and Appointed status employees accumulate annual leave based on their years of service as a benefit eligible employee and their work schedule. Service must be continuous as a benefit eligible employee, however, in some circumstances employees may receive reinstatement of prior service (See Section 5: Discipline & Separation).

2. Employees whose contemplated work schedule is 40 hours per week accrue annual leave as follows:

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

3. Employees whose contemplated work schedule is less than 40 hours per week accrue annual leave on a prorated basis according to the number of hours they work each pay period.

4. Employees whose compensation from Tooele City payroll falls below their regular bi-weekly salary (off work due to FMLA, workers compensation, disability, LOA, etc.) accrue annual leave on a prorated basis according to the number of hours they receive payment from Tooele City payroll.

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. Annual leave may also be used in lieu of sick leave; 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.

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3. Employees who are absent from work due to a City-sponsored and approved workers compensation, short-term disability, or long-term disability claim, and remain active on Tooele City payroll, may use accrued paid leave to supplement the insurance benefit to receive a combined total not exceeding 100% of pre-injury pay.

D. MAXIMUM ACCUMULATION

An employee may elect to accumulate up to, but no more than, 280 hours of annual leave as of the last day of the pay period that includes June 30, the end of the fiscal year. Annual leave in excess of 280 hours will be forfeited. 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 and has an annual leave balance, Tooele City will reduce his/her available annual leave balance by an amount equivalent to 100% of the normal bi-weekly pay less equivalent payments made by a City-sponsored insurance provider, if applicable. Employees may opt-out of the reduction requirement if the absence is covered by Tooele City's sick leave policy, due to military leave or, if the employee is receiving full or partial wage replacement from the City's worker's compensation or disability insurance provider.
2. For a part-time employee, the calculation used to determine the necessary leave reduction, will be their normal bi-weekly rate of pay or 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 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.