CITY OF SAINT PAUL
POLICIES AND PROCEDURES

POLICY TITLE:	Leave - Annual Leave
POLICY NUMBER:	04.03.02
VERSION:	3.0
REVISED DATE:	October 3, 2020
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A. OVERVIEW

1. **Description and Purpose** - This policy establishes policies and procedures for the accrual and use of annual leave by employees of the City of Saint Paul (City).

2. **Applicability** – This policy applies to all employees of the City.

3. **Failure to Comply** - Failure to comply with this policy may result in disciplinary action in accordance with any and all disciplinary policies of the City or denial of leave.

B. POLICY AND PROCEDURE

1. **Annual Leave Accrual for Regular Full-Time and Contracted Employees**

   a. Regular full-time employees shall accrue annual leave at the following rates:

Length of Service	Per Hour	Per Month	Annual Total
Up to 3 years	.0462	1 Day	12 Working Days
4 through 8 years	.0577	1.25 Days	15 Working Days
9 through 12 years	.0692	1.5 Days	18 Working Days
13 through 15 years	.0807	1.75 Days	21 Working Days
16 years or more	.0923	2 Days	24 Working Days

2. **Annual Leave Accrual for Regular Part-Time Employees**

   a. Regular part-time employees shall accrue annual leave at a ratio of the hours they work to a forty-hour work week.

3. **Annual Leave Accrual for Temporary and On-Call Employees**

   a. Temporary and on-call employees will not accrue annual leave, unless regular employment occurs.

4. **Annual Leave Accrual While on Leave Without Pay**

   a. Annual leave will not accrue while an employee is on leave without pay status.

5. **Annual Leave as Sick Leave**

   b. Annual leave may be taken for illness or an off-duty injury of an employee upon expiration of accumulated sick leave.

6. **Annual Leave Accrual During Probationary Period**

   a. Annual leave may not be taken prior to the completion of the employee's initial probationary period.

    b. After completion of the probationary period, annual leave shall accrue retroactive to the date of employment.

7. **Annual Leave Accrual Limit**

    a. Annual leave may be accumulated up to 480 total hours.

    b. Employees will stop earning annual leave in excess of 480 hours.

8. **Separation and Payment for Annual Leave**

    a. An employee will be paid for all accrued and unused annual leave upon termination of employment with the City, unless the employee was terminated for cause.

        b. A sum equivalent to accrued annual leave will be paid to employees who terminate at any time after ninety-one (91) days of service, based upon salary or wage on the date of termination.

9. **Management of Annual Leave**

    a. Employees are responsible for managing their annual leave. It is important that employees plan ahead for how he will use his annual leave. This means developing a plan for taking vacations, as well as doctor's appointments and personal business. It also means holding some time in "reserve" for the unexpected, such as emergencies and illnesses.

10. **Minimum Increments of Annual Leave**

    a. Employees may not take less than 0.50 hours annual leave.

11. **Requesting and Prior Approval for Annual Leave**

    a. Annual leave shall be taken only with prior approval of the employee's supervisor

    b. Annual leave may be requested by completing a Leave Request using the time keeping system or Leave Request Form, at least three (3) days in advance.

    c. If advance written notice cannot be given, verbal approval may be given by the employee's supervisor and a form completed at a later time.

12. **Recording of Annual Leave**

    a. The amount of leave time accrued, used and available will appear on an employee's paycheck stub.

    b. Employees are required to record all annual leave time used on his timesheet.

13. **Effect on Worker's Compensation**

    a. Employees may utilize his accrued annual leave to make up the difference in time loss payments between the employee's Workers Compensation payments and the employee's compensation.

14. Annual leave is subject the rules specified in City Personnel Policy Number 04.01.01 - General Leave Rules.

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15. Accrued Annual Leave Buy-Back

    a. In the event that accrued Annual Leave is not used due to unforeseen circumstances such as, a City wide emergency as declared in accordance with City Code of Ordinance Title 8, Chapter 8.10 – Emergency Preparedness and Emergency Management, or job duties do not allow the employee to take Annual Leave for leave, employees may elect to be paid for any accrued and unused Annual Leave up to 120 hours per year. Employees must leave at least 80 hours of annual leave as a balance.

    b. The employee must complete an Annual Leave Buy-Back Request Form prior to December 15th.

    c. The rate of compensation for paid-out Annual Leave, shall be the employee's then-current rate of pay at the time the request is made, and will be calculated at a straight time rate. All applicable taxes and withholding shall apply.

C. FORM(S)

    1. Leave Request Form.

    2. Annual Leave Buy-Back Request Form.

D. REFERENCE(S)

    1. City Personnel Policy Number 04.01.01 - General Leave Rules.

    2. City Code of Ordinance Title 8, Chapter 8.10 – Emergency Preparedness and Emergency Management

E. DEFINITION(S)

    1. None.

F. POLICY HISTORY

    1. This policy replaces Sections 11.05.04 through 11.05.17 of the City Code of Ordinances (CCO).

    2. This policy replaces City Personnel Policy 04.03.02 – Annual Leave Version 2.0.