

STANDARD PROCEDURE

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
Personal Leave Time	C-7	7/9/2024	1/1/2017

Prepared By: Human Resources

Approved By: Will Aycock, Enterprise Services Director

5.2.9 Upon separation, employees will receive a one-time payout for accumulated vacation leave hours up to 240 hours (336 hours for WF/RS and 252 hours for Police and Water/Wastewater Treatment).

Vacation Leave Accrual Schedule*			
Regular Work Week Hours	40	42	56
Less than 5 years (15 days)			
Hours Earned Bi-weekly	4.62	4.86	6.46
Hours Earned Annually	120.00	126.00	168.00
Maximum Carryover Hours	240.00	252.00	336.00
5 but less than 10 years (18 days)			
Hours Earned Bi-weekly	5.54	5.81	7.75
Hours Earned Annually	144.00	151.20	201.60
Maximum Carryover Hours	240.00	252.00	336.00
10 but less than 15 years (21 days)			
Hours Earned Bi-weekly	6.46	6.79	9.05
Hours Earned Annually	168.00	176.40	235.20
Maximum Carryover Hours	240.00	252.00	336.00
15 but less than 20 years (24 days)			
Hours Earned Bi-weekly	7.38	7.75	10.34
Hours Earned Annually	192.00	201.60	268.80
Maximum Carryover Hours	240.00	252.00	336.00
20 or more years (27 days)			
Hours Earned Bi-weekly	8.31	8.73	11.63
Hours Earned Annually	216.00	226.80	302.40
Maximum Carryover Hours	240.00	252.00	336.00

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* Accrual rates for vacation leave for non-standard work schedules (WF/RS, Police and Water/Wastewater Treatment) are managed by Financial Services to ensure number of equivalent days reflects accrual rates outlined above in the Vacation Leave Accrual Schedule. Permanent part-time employees receive pro-rated vacation leave based on hours worked per pay period.

5.3 **Education and Training Leave (Full time employees only)**

5.3.1 The City of Wilson grants leave with pay for employees required to attend extended training in accordance with departmental policy and FLSA guidelines.

5.4 **Jury and Court Leave**

5.4.1 Employees who are either called for jury duty or subpoenaed to appear as a witness in a City related civil or criminal proceeding shall be granted leave with pay during the required absence, without charge to accrued leave, and may retain any fees paid by the court for such duty.

5.4.2 Employees who are principals or participants in a personal litigation matter must use accrued vacation leave or compensatory time and/or leave without pay for the absence.

5.4.3 Employees must provide their supervisor with a copy of applicable subpoenas.

5.4.4 Employees on jury and court leave are required to report back to work during any period where their presence is not required in the courtroom unless prior approval to do otherwise is obtained from the supervisor.

5.5 **Funeral Leave (Full time employees only)**

5.5.1 An employee will be granted two days of funeral leave with pay due to the death of an immediate family member. For purposes of this policy, immediate family is defined as:

- Spouse
- Parent
- Guardian
- Child
- Sister
- Brother
- Grandparent
- Grandchild
- Various combinations of half, step, in-law and adopted relationships that can be derived from those categories.

5.5.2 Prior approval of the supervisor is required when more than two (2) days are needed. The additional days may be charged as sick or vacation leave, or leave without pay, as agreed upon between the employee and his/her supervisor.

5.5.3 Leave may be granted to an employee to attend the funeral services of a co-worker or a City of Wilson retiree with prior approval of the supervisor.

5.6 **Medical/Dental Appointments (Full time employees only)**

5.6.1 Time off with pay for up to a maximum of two hours per appointment may be granted to full time employees, with prior supervisory approval, to attend

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CITY OF WILSON

PERSONNEL POLICY MANUAL

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periodic dental or medical appointments, without charge to accrued leave accounts.

- 5.6.2 The employee must be at work prior to and after their scheduled appointment to receive the two hours of leave.
- 5.6.3 For all medical/dental appointments that require more than two hours, the excess time will be charged to the employee's sick leave accrual, be designated as leave without pay in the absence of sufficient accrued time.
- 5.6.4 Employees must provide advance notice to their supervisors for scheduled appointments, if at all possible. Where advance notice is not possible, employees must notify supervisors as soon as possible when the need for an appointment arises, per applicable call-in procedures.
- 5.6.5 Supervisors may require employees to reschedule appointments that disrupt department operations.
- 5.6.6 Supervisors may at any time require documentation to confirm appointment dates and times and/or attendance at scheduled appointments for which leave time was approved.
- 5.6.7 Medical/Dental leave may not be used by an employee who is on leave for any other reason. It is NOT applicable to appointments associated with Workers' Compensation claims.

5.7 **Inclement Weather**

- 5.7.1 See City Policy A-14: Inclement Weather Conditions and Emergency Closings