STANDARD PROCEDURE

PERSONNEL POLICY MANUAL **CITY OF WILSON**

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES	
Personal Leave Time	C-7	7/9/2024	1/1/2017	Page 1 of 4
Prepared By: Human Resources		Ар	proved By: Will Aycock,	Enterprise Services Director

1.0 **Purpose**

To ensure proper accrual, authorization and use of employee annual paid leave.

2.0

Full-time and permanent part-time employees are covered by this policy. Permanent part-time employees are covered for applicable benefits, as indicated.

3.0 **Policy**

The City of Wilson (City) provides annual paid leave for its full-time and permanent part-time employees, as detailed below. All requests for personal leave are subject to approval by the supervisor and may be denied based on departmental guidelines and operational needs.

4.0 **Definitions**

4.1 Annual Leave: Paid leave earned by a full-time or permanent part-time employee, which may be taken for vacation and other personal reasons.

5.0 **Procedures**

5.1 School Support Leave (Full-time employees only)

- The City will match an employee's leave up to four (4) hours per fiscal year for the purpose of school support for parents, step-parents or other legal guardian of a school age child. School support activities include functions such as parent/teacher conferences, field trips and athletic events.
- 5.1.2 The use of school support leave requires prior approval of the supervisor.

5.2 **Vacation Leave**

- Employees begin accruing vacation leave during their first pay period of work as 5.2.1 a full-time or permanent part-time employee with the City. Leave is accumulated while the employee is in continuous service and pay status.
- 5.2.2 Previous City of Wilson employment tenure will be evaluated to determine rehire accrual rate.
- 5.2.3 Prior years of vacation accrual during service with another employer may be applied to determine the new hire accrual rate.
- 5.2.4 Permanent part-time employees accrue vacation leave on a pro-rated basis, based on the number of hours they were hired to work.
- 5.2.5 Vacation leave may be granted to employees as long it does not hinder the orderly and efficient operations of the department.
- 5.2.6 Employees must request vacation leave per their departmental guidelines and the leave must be approved before it can be taken.
- 5.2.7 Vacation leave may be accumulated without any maximum limit during the calendar year. After December 31 of each calendar year, vacation leave accrual in excess of 240 hours (336 hours for WF/RS and 252 hours for Police and Water/Wastewater Treatment) will be rolled over into Sick Leave accruals by Human Resources.
- An employee may donate vacation leave to the account of another full-time 5.2.8 employee who is seeking leave donations in accordance with the City's Shared Leave Program. (See City Policy C-12).

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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 Acc	crual Schedule*	
Regular Work	40	42	56
Week Hours			
	Less than 5 yea	ars (15 days)	
Hours Earned Bi-	4.62	4.86	6.46
weekly			
Hours Earned	120.00	126.00	168.00
Annually			
Maximum	240.00	252.00	336.00
Carryover Hours			
	5 but less than 10	-	
Hours Earned Bi-	5.54	5.81	7.75
weekly			
Hours Earned	144.00	151.20	201.60
Annually			
Maximum	240.00	252.00	336.00
Carryover Hours			
	10 but less than 15		
Hours Earned Bi-	6.46	6.79	9.05
weekly			
Hours Earned	168.00	176.40	235.20
Annually			
Maximum	240.00	252.00	336.00
Carryover Hours			
	471 .1 .1	(2.1.)	
	15 but less than 20	· · · · · ·	10.24
Hours Earned Bi-	7.38	7.75	10.34
weekly	102.00	201.60	200.00
Hours Earned	192.00	201.60	268.80
Annually	240.00	252.00	226.00
Maximum	240.00	252.00	336.00
Carryover Hours			
	20 04 44040	vrs (27 days)	
Hours Formed D:	20 or more yea	-	11.02
Hours Earned Bi-	8.31	8.73	11.63
weekly	216.00	226.00	202.40
Hours Earned Annually	216.00	226.80	302.40
Maximum	240.00	252.00	226.00
	240.00	252.00	336.00
Carryover Hours			

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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 coworker 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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- 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