



Personal Leave Policy

Policy Number: PP 2-2

Effective Date: July 11, 2022

Approved By: Maurice Jones, Town Manager

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POLICY

The Town provides up to three (3) work-week-equivalent days per year of personal leave with pay to all benefited full- and part-time employees. Personal leave can be used for any purpose by the employee with advance approval by their supervisor. This policy replaces the old Funeral Leave policy.

PURPOSE

The Town's personal leave policy aligns with the Town values of Equity and Safety. Providing personal leave is a way that the Town supports employees work life balance. The Director of the Human Resource Development Department is authorized to issue procedures consistent with this policy. Personal Leave Procedures issued by the Human Resource Development Director will be considered an appendix to this policy.

R.E.S.P.E.C.T. VALUES

Equity: Although we may hold different roles in the organization, we all work toward the common goal of serving the Town and the Town's residents and customers. Therefore, we seek and support policies and actions that are administered consistently and fairly to everyone regardless of rank, tenure or personal background.



Safety: We strive to maintain our own mental and physical well-being and the well-being of those around us. We are dedicated to a work environment that minimizes risk of injury or accident. We are also dedicated to an environment that provides for honest and courteous discussion of workplace issues without fear of repercussion.

APPROVAL

Maurice Jones, Town Manager



Personal Leave Procedure

Policy Number: PP 2-2

Effective Date: July 11, 2022

Approved By: Cliff Turner, Human Resources Development Director

PROCEDURES

These procedures are issued by the Director of Human Resource Development to implement the Personal Leave Policy, PP 2-2, issued by the Chapel Hill Town Manager. These procedures may be periodically updated. The Director of the Human Resource Development Department is authorized to issue procedures consistent with this policy.

A. Amount of Leave:

1. All benefited full- and part-time employees receive three (3) work-week equivalent days of personal leave per fiscal year (July through June)
2. One day is defined as a standard workday: for example, for law enforcement employees will be 12 hours. For Fire Department 56-hour employees it will be 24 hours.
- B. Not accrued: Regardless of when an employee begins work during a fiscal year, they shall be granted 3 days of personal leave.
- C. Not Cumulative; no cash value upon separation from employment: Personal leave does not accumulate from year to year and has no cash value upon separation from employment.
- D. Used for any person: Leave can be granted for any reason to the employee. Examples of usage can be child involvement time at school, childcare issues, mental health days, funerals, etc.
- E. Supervisor Approval: Supervisors have discretion in determining the reasonableness of the individual's personal leave request as it relates to Operational impacts.
- F. Employees should follow their department's operating practices/procedures for vacation leave requests which include requesting in advance of taking the leave.
- G. If the leave is to be used for a Funeral, an employee can request to use this leave outside of normal procedures for vacation.
- H. If an employee has exhausted their Personal Leave, they would need to use Vacation Leave for any bereavement time for the remainder of the Fiscal year.
- I. Recordkeeping: Personal leave records will be maintained by the departments and/or the payroll system on each full- and part-time employee.

PROCEDURES APPROVED BY	<p>Cliff Turner, Human Resources Development Director</p> 
ADDITIONAL CONTACTS	<p>Human Resource Development 919-968-2700 or HR@townofchapelhill.org Ombuds office 919-265-0806 or Ombuds@townofchapelhill.org Employee Assistance Program 1-800-326-3864</p>
DEFINITIONS	<p><u>One Day</u>: For the purpose of this policy, one day for personal leave is defined as a regular workday: for example, for full time law enforcement employees with an average 42-hour week, a day is 12 hours. For Fire Department 56-hour employees, one day is 24 hours. For part-time employees, an average workday is determined by dividing the scheduled hours each week by 5.</p>
RESPONSIBILITIES	<p>All Employees are expected to:</p> <ol style="list-style-type: none"> Be aware of the Town's Personal Leave Procedure Ask questions about anything they do not understand <p>All Supervisors/Managers are expected to:</p> <ol style="list-style-type: none"> Make reasonable efforts to accommodate personal leave requests Be aware of the Town's Personal Leave Policy and Procedures <p>All Department Heads are expected to:</p> <ol style="list-style-type: none"> Be aware of Town's Personal Policy and Procedures Make reasonable efforts to accommodate personal leave requests Maintain appropriate documentation of personal leave requests and balances <p>All Human Resource Development staff members are expected to:</p> <ol style="list-style-type: none"> Provide guidance for employees and managers on personal leave policy and procedures.
SCOPE	<p>This policy replaces and supersedes any previous Town policies, departmental policies, handbooks, or unwritten policies or practices covering the same subject. Departmental policies in compliance with this policy are referenced in the section below, Related Information</p>
RELATED INFORMATION	<p>Town of Chapel Hill Code of Ordinances 14-12 Town of Chapel Hill Code of Ordinances 14-85</p>
POLICY HISTORY	<p>Issued February 1980 Reissued November 2000 Reissued January 2016 Reissued July 2022</p>