



REGIONAL PARK AND OPEN SPACE DISTRICT

Policy and Procedure Manual



Policy 4.3

Use of Leave Time

I. POLICY

It shall be the policy of the District to comply with all leave provisions identified within the current SEIU MOU and Management Resolution. This policy establishes Department specific requirements regarding requesting and reporting procedures for use of leave time.

II. PURPOSE

To define the expected reporting procedures for utilization of sick, vacation, holiday, annual leave and flex time.

III. PROCEDURE

The following procedures shall be adhered to when requesting use of leave time, either planned or unplanned.

A. Vacation Leave:

1. Employees shall request vacation leave through their immediate supervisor by completing a Time Off Request Form. Employees who have Microsoft Outlook may use the appointment scheduler to request time off with prior approval from their supervisor. The time off request does not need to be sent to payroll.
2. Efforts shall be made to request vacation leave a minimum of two weeks in advance of requested time, or as early as possible, to allow for coordination of schedules and work assignments. A minimum of four weeks notice is encouraged during holidays and peak operating seasons.
3. Requested vacation leave shall be granted on a case by case basis by the supervisor, taking into account the business needs of the District during the requested time frame.

B. Sick Leave

1. Reporting Requirements: An employee reporting off work for sick leave usage shall call their immediate supervisor or designee within one (1) hour before the employee's scheduled starting time.



REGIONAL PARK AND OPEN SPACE DISTRICT Policy and Procedure Manual



Policy 4.3

Use of Leave Time

2. If the supervisor cannot be reached, a message shall be left for the supervisor on their office and/or cell phone voicemail, and a call shall be made to District administrative staff or the site designee. The employee must continue to call until they reach a live voice.
 3. If an employee is off work for more than two (2) weeks due to illness or injury, they must present a comprehensive health statement upon return to work. The health statement must be from a legally authorized health care provider stating the employee was unable to perform his/her duties and clearing them to return to work. Regardless of the amount of time off work, any employee who returns to work with restrictions or light duty requirements must present the request in writing on the authorized health care statement.
- C. *Other Time Off:*
Employees shall follow the same leave request procedures as outlined under III A – Vacation Leave when requested to use other available leave balances (comp time, holiday accrued, annual leave, etc.)
- D. *Flex Time:*
An employee who has worked authorized flex time shall make arrangements with their supervisor to utilize the flex time within the current pay period whenever possible.
- E. *Bereavement Time:*
Eligible employees are allowed up to five (5) days of bereavement leave, three (3) of which will be paid. Eligibility requirements are defined in the applicable SEIU MOU and Management Resolution. The District has the right to require proper documentation in support of the requested leave.
- F. *Leave Of Absence:*
The employee should notify their supervisor 30 days in advance, when possible, when a leave of absence is requested. Medical and non-medical leave of absences are to be coordinated through the Park District HR Contact and the employee's immediate supervisor.

Policy 4.3 Use of Leave Time

Original Issue Date: 4/1/1994

Office of Primary Responsibility: Business Operations

Editor: Hune, Brande, A, Chief – Business Operations

Reviewed by: Norris, Lorena, Administrative Services Assistant

Approved by: Bangle, Scott, A, General Manager

Date Approved: *May 5, 2013*

Previous Revision Dates: N/A