

DEFINITIONS

1. **Administrative Time Off:** Paid time off for one of the following reasons: Civil Service Internal Affairs investigation; Disciplinary; Manager Approved; Other; used infrequently.
2. **Bereavement:** Funeral leave; 32 hours per year.
3. **Bonus Holiday** (if earned): Earn 16 hours at beginning of calendar year if 24 hours or less of SICK Time Off used in prior calendar year; no rollover to next calendar year if not used.
4. **Compensatory Time Off:** Paid time off using Compensation Time Earned hours; 120-hour max at any given time allowed in Compensatory Time bank.
5. **Disaster Relief:** Paid time off for employees unable to work at City worksites, and unable to work remotely; allowed when official emergency declared by City Manager and city worksites are closed.
6. **FMLA Compensatory Time:** Paid time off for employees on approved FMLA, using hours from employee's COMPENSATION TIME EARNED bank.
7. **FMLA Sick:** Paid time off for employees on approved FMLA, using hours from employee's SICK TIME bank.
8. **FMLA Unpaid Time off:** Employees on approved FMLA who have exhausted paid time off hours.
9. **FMLA Vacation:** Paid time off for employees on approved FMLA, using hours from employee's VACATION bank.
10. **Holiday:** Hours allotted for City observed holidays (New Year's Day; MLK Birthday; Memorial Day; July 4th; Labor Day; Thanksgiving Thursday & Friday; Christmas Day + contiguous day); 72 hours allotted per year; 32 hours maximum rolled forward.
11. **Injury Time:** Paid time off when injured on the job (worker's compensation injury); allowed to code at the direction of Risk Mgmt. determination.
12. **Jury Duty:** Paid time off to respond to jury summons and/or to serve on a jury, if selected.
13. **Leave With Pay:** Used by Fire Dept. staff only.
14. **Military Time Off:** Paid time off up to 120 hours for Military deployment.
15. **Military Unpaid Time Off:** Unpaid time off while on Military deployment, after 120 hours of Military time exhausted.
16. **Personal Holiday:** Paid time off to use at employee's discretion; 8 hours allotted per calendar year; no rollover to next calendar year if not used.
17. **Short-Term Disability:** Paid time off at 80 % pay for employees approved through SunLife; 6 months maximum.
18. **Sick:** Paid time off for illness & health-related events; hours allotted per calendar year based on years of service tiers; no rollover for non-civil service employees to next calendar year if not used.
19. **Unpaid Time Off Disciplinary:** Time off without pay due to disciplinary reasons.
20. **Unpaid Time Off-Non-disciplinary:** Time off without pay, due to time off hours not available, exhausted, etc.
21. **Vacation:** Paid time off for use at employee's discretion; earned/accrued every pay period based on years of service tiers; maximum of 200 hours allowed to roll forward to next calendar year.
22. **Voting Time:** One hour of paid time off allotted per public election.