

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 for Police and Fire 40 employees ; 48 hours for Fire 56 employees
3. **Compensatory Time Off:** paid time off using Compensation Time Earned hours; 120 hour max at any given time allowed in Compensatory Time bank for Police and Fire 40 employees; 180 hour maximum for Fire 56 employees
4. **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.
5. **FMLA Compensatory Time:** paid time off for employees on approved FMLA, using hours from employee's COMPENSATION TIME EARNED bank.
6. **FMLA Sick:** paid time off for employees on approved FMLA, using hours from employee's SICK TIME bank.
7. **FMLA Unpaid Time off:** employees on approved FMLA who have exhausted paid time off hours;
8. **FMLA Vacation:** paid time off for employees on approved FMLA, using hours from employee's VACATION bank.
9. **Holiday:** hours allotted for City observed holidays (New Year's Day; MLK Birthday; Memorial Day; July4th; Labor Day; Thanksgiving Thursday & Friday; Christmas Day + contiguous day); 72 hours allotted per year for Police and Fire 40, with 32 hours maximum rolled forward; Fire 56 allotted 108 hours per year, with a 48 hour maximum rollforward
10. **Indefinite Suspension:** absence code used while civil service employee is suspended without pay for disciplinary reasons, but not terminated;
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 for Police and Fire 40 employees; 8 hours allotted per calendar year; no rollover to next calendar year if not used.

Absence: Absence Code Civil Service Definitions

- 17. Personal Holiday 9/11:** paid time off to use at employee's discretion for Fire 56 employees; 12 hours allotted per calendar year; no rollover to next calendar year if not used
- 18. Short-Term Disability:** paid time off at 80 % pay for employees approved through SunLife; 6 month maximum
- 19. Sick:** paid time off for illness & health-related events; hours accrued per pay period based on years of service tiers; hours accrued roll over to next calendar year if not used, and paid out at termination, up to maximum per Civil Service group (Police / Fire 40 / Fire 56).
- 20. Unpaid Time Off-Disciplinary:** time off without pay due to disciplinary reasons
- 21. Unpaid Time Off-Non-disciplinary:** time off without pay, due to time off hours not available, exhausted, etc.
- 22. 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 for Police & Fire 40 and 300 hours maximum allowed for Fire 56
- 23. Voting Time:** one hour of paid time off allotted per public election.