

CITY PERSONNEL POLICY

LEAVE

Policy # 20-00

Approved by Personnel Board: 8/26/99

Michele Frost, Personnel Director

Approved by City Council: 4/4/00

Council President Paul Koneck

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

Policy

Whenever an employee (classified or unclassified) is not working during the employee's scheduled work hours, the employee must request leave on a leave form approved by the Finance Department. The leave form should identify the number of hours/minutes the employee is requesting leave and the type of leave (annual, sick or other). All employees are responsible for knowing their own leave balances. Supervisors cannot keep track of each employee's leave and will grant or deny leave based upon sound business reasons without regard as to whether or not the employee has the leave balance to cover the requested leave. Employees may be disciplined for requesting leave which they do not have.

Notice

All leave requests (annual, sick, funeral, military, etc.) must be submitted to an employee's supervisor as far in advance of the requested leave time as possible. The amount of advance notice required will vary depending upon the circumstances and contractual provisions. Clearly, employees cannot give the same advance notice for funeral leave as they might for a routine dental appointment.

A request for emergency leave of any kind should be made to an employee's supervisor as soon as reasonably possible. If such request cannot be immediately approved or denied, employees are expected to leave a phone number where they can be reached. The supervisor will process the request and respond to the employee within thirty (30) minutes of the employee's start time. If the employee does not receive a response within that time, the leave shall be considered granted, unless canceled thereafter. Supervisors should use their reasonable judgment as to the needs of the work place when granting or refusing a leave request.

Failure to comply with these notice requirements may result in leave being denied and/or disciplinary action being taken.

Approval

All leave requests must be duly approved by the employee's supervisor or designee. Employees are not permitted to call in and say "mark me sick" or "I'm taking annual."

Approved leave requests should be forwarded to the department's timekeeper for transmission to the Finance Department's Payroll Division.

Natural Disasters or Other Emergencies (See, Executive Order No. D-4-95 - Severe Weather Policy)

Pregnancy and Childbirth

An employee may, with the approval of the department head, expend accumulated allowances of sick leave, annual leave, or apply for a leave of absence without pay when unable to perform her normal duties by reason of pregnancy.

Leave of Less than 8 Hours for Exempt Employees

For employees exempt under the Fair Labor Standards Act, timekeepers are expected to comply with Section 23-251 (C) of the Omaha Municipal Code, which provides: "Absence for less than a work day shall be documented by submission and approval of a 'Request for Leave' form; however, any approved absences less than a work day shall not be deducted from accrued paid leave." Leave of less than 8 hours for exempt employees shall not be deducted from accrued annual or sick leave balances.

Family and Medical Leave (See, City Personnel Policy: Family and Medical Leave Act)

Sick Leave (See, City Personnel Policy: Sick Leave)