City of Winder Personnel Policy Manual
Title: Attendance And Leave
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Mayor

City Administrator

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65.10 Purpose

A. The purpose of this policy is to ensure that employees are properly compensated for leave and that they follow the proper process when utilizing leave.

B. The Paid Time Off (PTO) policy is designed to provide employees with flexible time off from work for vacation, personal, and family needs, as well as for illness or other personal matters. This policy outlines the accrual rates, eligibility criteria, and maximum carryover limits for different categories of employees and a baseline for attendance.

65.11 Hours of Work

A. Standard hours of on-site work shall be set by each Department Head (with the approval of the City Administrator for schedules affecting administrative functions) and shall be dictated by the nature and volume of the work to be performed in order to provide satisfactory service to the public.

B. On-site daily and weekly work schedules can be modified in writing at the City's discretion to meet changing operational needs.

C. Buildings and locations open to the public shall be staffed and open to the public Monday through Friday from the hours of 8:00 a.m. to 5:00 p.m., excluding City holidays or as directed by City Council.

65.12 Attendance Records

A. Maintaining good attendance is a condition of employment and an essential job function of every employee. An employee will refrain from unauthorized absences or tardiness; excessive PTO leave; absences or tardiness that cause significant disruption of service; and excessive amount of time off the job, regardless of reason.

B. An employee absent for greater than three (3) consecutive days/shifts from the job without proper authorization or timely notification may be considered to have resigned their position, unless exigent circumstances are demonstrated upon review on a case-by-case basis by the Human Resources Director.

1. The employee may be placed on suspension without pay until a determination regarding exigent circumstances is made by the Human Resources Director.

2. If the exigent circumstance request is granted, the employee may be allowed to use leave for missed work.

C. Each Department Head shall be responsible for the attendance of all employees in the department and shall assist the Human Resources Department/Payroll in keeping complete attendance records, including PTO leave, overtime, etc.

65.13 **Attendance**

A. All employees shall be provided with standard work hours or an assigned shift at a minimum of one (1) week in advance. If an employee is uncertain of their assigned work schedule, it shall be the responsibility of the employee to contact their supervisor.

B. Full-time employees will be assigned a weekly schedule that meets all full-time hourly requirements (i.e. 40 hours per week for regular 2080 employees). The City of Winder requires employees to account for 40 hours of time each workweek, which may consist of hours worked, paid time off, approved leave, or unpaid leave when no accrued leave is available. Employees must ensure that a total of 80 hours is accounted for within each biweekly pay period. Temporary exceptions can be authorized in writing by the Human Resources Director or the City Administrator.

C. Part-time employees will be assigned a weekly schedule under twenty -nine (29) hours a week.

D. Employee attendance is critical for the effective delivery of City of Winder services to our citizens, and absenteeism may affect the ability to meet department or City objectives. Therefore, employees are relied upon to attend scheduled work on time or provide advance notice when they cannot attend work.

E. All Full-time Department Heads are to maintain regular on-site business hours during the times their department is operating.

    1. Department Heads are expected to attend all regularly scheduled City Council meetings when requested or when a department item is scheduled to be presented.

    2. Department Heads shall notify the City Administrator and receive written approval when working on a schedule that does not include Monday through Friday on-site. Department Heads, when scheduled to be out on leave, shall provide advance notice to the department's employees and the City Administrator on who will be acting in their place.

F. Excessive tardiness is defined as being late for work, coming back late from defined breaks, or scheduled lunch, more than six (6) times in any ninety (90) day period. Excessive tardiness, whether or not it is excused, will be cause for discipline of the employee.

G. Excessive absenteeism is defined as three (3) or more instances of unexcused absence

in a ninety (90) day period. Excessive absenteeism, whether or not it is excused, will be cause for discipline of the employee.

H. An employee's absence will be deemed unexcused when an employee fails to notify their immediate supervisor, Department Head, or department designee beyond thirty (30) minutes of their scheduled start time. An employee reporting to work later than one (1) hour following the employee's scheduled start time may be sent home by the supervisor without pay for the assigned shift.

I. An employee shall provide notice to their immediate supervisor prior to leaving work before their scheduled time or extending any meal/break periods. Failure to obtain approval shall be deemed an unexcused absence.

J. Employees must receive advance approval from their supervisor prior to reassigning any shifts or scheduled workdays to another employee or working an alternative schedule.

K. Each Department Head shall be responsible for the attendance of all employees in the department and shall assist the Human Resource Department in keeping complete attendance records, including PTO, overtime, and other leave types.

L. Employees while out on workers' compensation, sick leave, family medical leave, or unpaid leave for at least 50% of the scheduled pay period shall not accumulate PTO leave during that period.

65.14 **Holidays**

Holidays observed by the City of Winder are approved annually by the City Council in December for the following calendar year and will generally consist of the following:

New Year's Day	MLK Birthday	Good Friday
Memorial Day	Juneteenth	Independence Day
Labor Day	Columbus Day	Veterans Day
Thanksgiving Day	Day After Thanksgiving	Christmas Eve
Christmas Day		

A. Full-time employees, when not required to work on a designated holiday, will receive these days off with pay (8 hours of pay per holiday). And such other days or parts of days as may be designated as paid holidays by the City Council.

B. Full-time, non-exempt employees scheduled to work on a City holiday will be paid an additional hour of holiday pay for every hour worked over eight (8) hours.

1. For holidays that follow a fixed date (i.e. 4th of July) when the 4th of July falls on a Saturday, and the City observes the holiday on Friday, only employees who work on the actual holiday will be paid additional hours of holiday pay.

2. Holidays are based on the employee's start time. Example: if an employee is scheduled to work a twelve (12) hour shift starting on Christmas Day/Dec. 25th at 7:00 p.m. and ending the shift at 7:00 a.m. on Dec. 26th, that employee would receive twelve (12) hours of holiday pay.

C. When a holiday falls on a Sunday, it will be observed on the following Monday; holidays falling on Saturday will be observed the preceding Friday unless otherwise approved by City Council.

65.15 **PTO Leave**

Standard Employees (2,080 annual hours):

Length of Service	**Annual Hours Accrual**
0- 0.99 years	80
1- 4.99 years	140
5 – 9.99 years	160
10 plus years	192
Maximum Carryover*	320

Police Department Employees (Assigned 2,184 annual hours):

Length of Service	**Annual Hours Accrual**
0- 0.99 years	84
1- 4.99 years	150
5 – 9.99 years	168
10 plus years	216
Maximum Carryover*	336

Fire Department Employees (Assigned 2,756 annual hours):

Length of Service	Annual Hours Accrual
0- 0.99 years	144
1- 4.99 years	228
5 – 9.99 years	288
10 plus years	312
Maximum Carryover*	576

A. The maximum carryovers* will be suspended until June 30, 2028.

   1. Once the employee reaches the maximum carryover balance, the amount over will be forfeited, and no additional leave will accrue.

   2. Upon termination, the City will pay out the actual accrued balance of PTO up to the maximum carryover level.

B. *PTO Usage* – Employees are encouraged to use their accrued PTO responsibly and in accordance with department needs and workload. PTO can be used for vacation, illness, or personal matters.

   1. Employees shall provide a minimum of fourteen (14) days of notice when requesting PTO, except in cases of emergency or illness. It is the supervisor's sole discretion to allow or deny requests received less than fourteen (14) days in advance.

   2. The Department Head or department designee will approve all requested leave and will have the final decision as to when leave may or may not be taken. All undetermined leave will default and be deducted from PTO leave.

   3. Seniority and the amount of leave taken throughout the year and when the leave request was submitted will be a factor when preparing leave schedules for multiple employees.

   4. Employees are not authorized to use a greater amount of PTO leave than what is considered needed to supplement (make whole) their standard pay shift (i.e., 8, 12, 24 hours).

C. *Change in status* - When an employee changes permanent status as a fire department employee on a 2,756-hour schedule to an administrative schedule, the City shall pay out any balance above the 216 hours at the prior ending rate of pay.

D. *Mandatory PTO* - All employees are required to take a minimum of forty (40) Hours (or one-week equivalent) of PTO per year (72 hours for those assigned a 2,756 schedule). The employee's supervisor may designate this time if an employee has not scheduled time off within the prior ten (10) months. Exceptions will be allowed at the discretion of the employees' Department Head with the prior consent of the Human Resources Director.

E. Employees in a management position or those who have access to financial or secure records shall be required after their second (2nd) year of service to take a minimum of five (5) consecutive (uninterrupted) workdays off per fiscal year. During this observed leave, essential weekly duties should be performed by other personnel. It is important for auditors and senior management to recognize that the benefits of this policy would be substantially, if not totally, ineffective if the duties performed by an absent individual are not assumed by someone else during the leave period.

F. Blackout Periods - Department Heads, managers, or assigned supervisors have the right to identify "blackout periods" where PTO requests shall not be permitted. Supervisors shall notify all employees in writing of designated "blackout periods" ninety (90) days in advance.

G. If an employee is called in to work during authorized PTO leave, the employee will be credited back the amount of PTO leave worked, and regular time will be authorized to perform the work for the City.

H. PTO leave shall be at the employee's regular rate of pay and will not be counted towards overtime

I. Carryover and Forfeiture - Employees may carry over unused PTO from one year to the next.

J. Rehired employees who return within five (5) years of separation may have their prior service bridged.

K. Up to the maximum carryover limits specified above. Any unused PTO more than the maximum carryover limit will be forfeited at the end of the fiscal year.

L. Termination of Employment – Employees with one year of service who provide and complete a two weeks' notice will be paid for any accrued but unused PTO, up to the maximum carryover limits described above. It shall be the discretion of the Department Head to allow PTO leave to be used in lieu of time worked once a two-week notice is provided.

65.16 **Pay in Lieu of PTO**

A. City Council, based on the City's financial condition, may authorize the selling of PTO each year between May 1st and June 30th.

1. To be eligible, employees shall be off probation.

2. Employees must maintain a balance equal to two (2) weeks.

3. Employees must have used a minimum of one (1) week of PTO during the current fiscal year.

4. Employees with less than 5 years of service may sell up to one (1) week of PTO per year.

5. Employees with more than 5 years of service may sell up to two (2) weeks of PTO per year.

B. If extenuating work-related circumstances prevent the employee from taking scheduled PTO leave, and such circumstances result in total time accrued exceeding the PTO carryover maximum, this excess PTO leave shall be paid out to the employee based on the approved amount of time requested but untaken. An extenuating work payout shall only apply to an employee once per twelve (12) months and must be approved by the Department Head and the Human Resources Director.

65.17 **Military Leave**

A. Full-time employees who leave the service of the City to join the military forces of the United States during time of war or other national emergency or are inducted by Selective Services, shall be placed on military leave without pay, such leave to extend through a date 90 days after release from such service. Such employees shall be entitled to a restoration to vacated position on provided application is made to the Director within 90 days of the date of honorable discharge or discharge under honorable conditions, and the veteran is still physically and mentally capable of performing the work of the position vacated.

B. The City will follow and apply all applicable State and Federal laws/guidelines when administering military leave.

65.18 **Civil Leave**

A. Non-exempt employees shall be given time off with pay up to forty-eight (48) hours when performing jury duty or when subpoenaed to appear before any government body, commission, or court of law.

B. Exempt employees shall be paid in accordance with the Fair Labor Standards Act.

C. Notification of potential jury duty must be made to the employee's supervisor within 24 hours/one business day of receipt of summons or subpoena to be considered for time off with pay.

D. Civil leave will not count towards overtime and will not exceed the hours of a normal pay shift. If the actual time in court is less than the employee's actual shift, the

employee will only be paid for the number of hours in court.

E. An employee who reports for jury duty and is dismissed is expected to contact their immediate supervisor to determine if they need to report back to work or request PTO.

65.19 Voting

A. On election days, employees are encouraged to vote before or after the start of their business workday or during their lunch period. Employees are not permitted to vote while on City time.

B. The City will allow two hours off the clock on election day for employees scheduled to work while the polls are open and do not have the ability to vote before or after work. To be eligible, the employee must give the employer reasonable notice of his/her need for time off. The employer may specify at which hours the employee may be absent based on critical needs of the department.

65.20 Funeral Leave

A. Eligible to all Full-Time employees

B. Funeral leave of up to five (5) consecutive working days per calendar year with pay shall be granted to employees in the event of death in the family, which is defined as spouse, child (step), father, mother, grandparents, grandchildren, father-in-law, mother-in- law, brother, sister, (steps/in-law siblings) or any relative who is domiciled in the employee's household.

C. This leave will not count against any accrued leave of the employee and will be paid at the regular employee rate.

D. This leave will be paid at the regular employee rate and will not count towards overtime.

E. Employees will be granted up to eight (8) hours of funeral leave to attend a funeral for the passing of a City of Winder employee or an immediate family member of an active City of Winder employee (if the service is scheduled on an employee's workday).

65.21 Administrative Leave

A. Administrative Leave: A temporary removal of an employee from the workplace and/or regular duties that continues the employee's pay and benefits status (paid) or suspends them (unpaid) pending resolution of the circumstance that prompted the leave.

1. Paid Administrative Leave: Particularly during investigations, employees will be placed on paid Administrative Leave. The employee continues to receive their

regular base pay and accrue benefits (health insurance, retirement contributions, and leave accrual) during the period of paid Administrative Leave.

2. Unpaid Administrative Leave may be imposed only in limited circumstances (e.g., suspension pending termination for cause). All medical benefits and insurance will continue; however, pay, retirement benefits, and leave accrual will be suspended.

B. Department Head shall consult with the Human Resources Director or City Administrator before placing an individual on administrative leave to coordinate the appropriate paperwork and payroll processing.

C. Administrative Leave may be authorized under circumstances including, but not limited to, the following:

1. Pending investigation of alleged employee misconduct, policy violation, or complaint (e.g., harassment, discrimination, workplace violence, fraud, or safety violation).

2. The employee's continued presence in the workplace poses a risk to the safety, security, or welfare of the employee, coworkers, or the public.

3. A criminal investigation or legal proceeding involving the employee that may affect the workplace or the ability to conduct an investigation.

4. To relieve an employee of duties until the Human Resources Director can receive conclusive results of a test for alcohol and/or drugs when the results come back inconclusive or a retest is required.

5. To relieve an employee of duties until the Human Resources Director can obtain the results of a medical examination concerning the ability of an employee to perform the essential job functions of a position.

6. When recommended by the City Attorney

7. Operational necessity, including facility closures due to emergencies, natural disasters, and public health precautions, or as directed by the Mayor and/or City Council.

D. Upon conclusion of the circumstance prompting the Administrative Leave, one of the following outcomes will occur, and the employee will be notified in writing:

1. Return to Duty: The employee returns to their regular position and duties with no adverse action, where the matter is resolved in the employee's favor, or the operational/emergency need has ended.

2. Disciplinary Action: The employee may be subject to disciplinary action in accordance with the City's disciplinary policy, up to and including termination, if the investigation substantiates misconduct.

3. Reassignment: The employee may be reassigned to a different position where appropriate and consistent

E. The City Administrator shall notify the Mayor of any employee placed on administrative leave for more than five (5) business days or due to a criminal investigation.

F. The Mayor, after consulting with the City Attorney, may place the City Administrator on paid administrative leave. The City Council shall be notified within 24 hours of this action.

G. All records related to Administrative Leave, including notices, investigation materials, and correspondence, are maintained by Human Resources in a confidential personnel file, separate from the general personnel file. Information regarding the reason for leave will be disclosed only on a need-to-know basis and in accordance with applicable public records and privacy laws.

65.22 Discretionary/Personal Leave

A. At the discretion of the City Administrator, an exempt employee may be granted discretionary leave of up to five (5) days per fiscal year. A written justification for the leave shall be submitted to the Mayor and Human Resources Director.

B. Records of leave shall be maintained by the Human Resources Department.

C. Discretionary leave shall be primarily for:

1. When required to work on holidays

2. When required to work due to weather events or natural disasters

3. When required to work at a City event outside of general hours and outside of assigned job description.

65.23 Injury Leave/Workers' Compensation Injury

A. An employee who sustains an injury arising out of and in the course of employment shall receive benefits in accordance with workers' compensation.

B. An employee who sustains an injury arising out of and in the course of employment shall receive benefits in accordance with workers' compensation. PTO leave will not accrue while the employee is out on workers' compensation.

65.24 Unauthorized Absence without Leave

Unauthorized absence of an employee from duty, including any absence for a single day or part of a day, under the provisions of these regulations, shall be deemed to be an absence without leave. Any such absence shall be without pay, and the employee shall be subject

to disciplinary action upon return from such absence.

65.25 Leave Of Absence Without Pay

A. An employee may be granted a leave of absence without pay for sufficiently valid or necessary reasons. Requests for leave will be considered based on the employee's length of service, performance, responsibility level, the reason for the request, and the expected impact of the leave on the City.

B. Accrued leave must be used prior to the start of a leave of absence without pay. It is understood that following a leave of absence without pay, except for military leave or family medical leave, there is no guarantee of any kind of re-employment offered to the employee by the City. Employees who return from approved leave without pay will be reinstated to the same or an equivalent position.

65.26 Benefits During a Leave of Absence Without Pay

A. Holidays will not be paid while out without pay.

B. Medical and other group insurance benefits normally lapse at the end of the month following the commencement of a leave of absence without pay. Major medical, dental and life insurance may be continued for one month while on leave without pay provided a statement is completed and signed prior to leaving and by the employee paying their portion of the cost of the coverage one month in advance and by the 5th of the month thereafter. Late payment will result in the termination of major medical, dental, and life benefits.

C. City of Winder will continue to pay the employer's portion of insurance premiums for those employees on approved Family and Medical Leave for up to 12 weeks. The employee will be responsible for their portion of the premiums on a monthly basis, paid in advance.

D. Leave without pay will affect an employee's longevity, leave accrual rate, and length of experience requirements necessary for promotions and retirement.

E. If an employee is on leave without pay for more than six (6) consecutive months, they will be placed on probation upon return.