

**Memorandum of Understanding
between
The City of St. Petersburg
and
The Florida Public Services Union (FPSU/SEIU)
Blue and White Collar Bargaining Units**

RE: Article 15, Annual Leave

ARTICLE 15 – ANNUAL LEAVE

15.1 The purpose of annual leave is to provide employees with the opportunity to be absent from work due to valid reasons without loss of pay or benefits.

15.2 Types of Annual Leave

- A. Vacation Leave (Rest and relaxation)
- B. Personal Leave (Paid absence from work)
 - 1. Illness or injury of spouse or dependent children
 - 2. Court appearances of a personal nature
 - 3. Memorial services for friends or relatives, other than those covered in the Bereavement Leave Article
 - 4. Nationally recognized religious holidays associated with employee's religious faith
 - 5. Other justifiable reasons not covered above
- C. Emergency Leave - Provides, subject to the approval by the Department Director or designee, unscheduled leave requested on short notice because of a critical situation which could not have been foreseen or prevented by the employee.

15.3 Annual Leave Accrual Rate

Employees shall earn and accrue annual leave based on the following schedule:

<u>Years of Service</u>	<u>Total Annual Leave Hours Accrued Per year per 2080 Pay Hours</u>
Employment through 5 years	120 hrs.
Beginning 6th year of employment	128 hrs.
Beginning 7th year of employment	136 hrs.
Beginning 8th year of employment	144 hrs.
Beginning 9th year of employment	152 hrs.

Beginning 10th year of employment	160 hrs.
Beginning 12th year of employment	168 hrs.
Beginning 13th year of employment	176 hrs.
Beginning 14th year of employment	184 hrs.
Beginning 18th year of employment	192 hrs.
Beginning 20th year of employment	200 hrs.

~~Regular part-time employees begin accruing hours on a prorated basis after the first six (6) months of employment.~~

15.4 General Provision (Annual Leave Program)

- A. Requests for annual leave shall be made in advance of use. In emergency cases, the Department Director may waive this requirement. Certain requests for annual leave may qualify and be covered by the Family and Medical Leave Act (FMLA) In no event will the employee's annual leave account be reduced below forty (40) hours unless requested otherwise by the employee.
- B. An employee incapacitated and unable to work shall notify the employee's immediate supervisor before the scheduled reporting time as designated by the Department, stating the type of leave requested and expected period of absence. Reporting procedures for employees unable to work, and for the usage of short-term illnesses, shall be determined by the operational procedures and directives of the Department concerned. This procedure shall be followed for each day the employee is unable to work, unless prior approval is given by the Department. In the event that the employee is unable to call due to personal illness and can, in fact, substantiate being sick before returning to work, the absence without authorization will be removed from the record and the employee shall receive annual leave with pay if the employee has hours in the annual leave account that can be applied.
- C. Paid annual leave may not be taken during the initial six (6) months of employment or re-employment except for documented medical reasons related to the employee's own health, for the funeral of an individual not included in the bereavement leave policy, or other documented family emergencies.
- D. Employees may not request nor will they be paid for annual leave for hours not earned and accrued.
- E. Employees shall not be granted paid annual leave in excess of their accumulated leave account hours.

The nature of an employee's job and the operational requirements of a Department, Division or Section may cause the Director to limit the scheduling of annual leave for vacation purposes during certain periods of the year. In general, requests for annual leave for more than thirty (30) consecutive calendar days will not be approved with the exception of circumstances covered by FMLA, the ADA or any other legal requirement or upon written approval from the Department Director together with the Human Resources Director or their designees as similarly

