

MEMORANDUM

REVISION 257, SERIES B

TO: Holders of CSA Rule Books

FROM: CS Board

DATE: February 8, 2005

SUBJECT: Revisions to various rules relating to the Family & Medical Leave Act

The Career Service Board has adopted an amendment to Rule 1 and the following sections of Rule 11: 11-32, 11-34, 11-36, 11-81, 11-82, 11-122, 11-150, 11-151, 11-152, 11-153, 11-154, 11-155, 11-156, 11-158, 11-159, 11-160 and related rules that was published as Rule Proposal 345B. The effective date of this revision is February 8, 2005.

	<u>Page Number</u>	<u>Effective Dates</u>
Remove	1-14	
Insert	1-14	February 08, 2005
Remove	11-6 through 11-9.1	
Insert	11-6 through 11-9.1	February 08, 2005
Remove	11-14, 11-14.1	
Insert	11-14, 11-14.1	February 08, 2005
Remove	11-16	
Insert	11-16	February 08, 2005
Remove	11-19 through 11-23	
Insert	11-19 through 11-23	February 08, 2005

Also, you will find the next page of the Rule Revision Record attached.

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.

CAREER SERVICE RULES
REVISION RECORD
SERIES B

As you place revisions in your Rules book, place the date and the rule number on the line opposite the number of the revision.

REVISION NUMBER	DATE	RULE NUMBER	INITIALS	REVISION NUMBER	DATE	RULE NUMBER	INITIALS	REVISION NUMBER	DATE	RULE NUMBER	INITIALS
258B	_____	_____	_____	280B	_____	_____	_____	302B	_____	_____	_____
259B	_____	_____	_____	281B	_____	_____	_____	303B	_____	_____	_____
260B	_____	_____	_____	282B	_____	_____	_____	304B	_____	_____	_____
261B	_____	_____	_____	283B	_____	_____	_____	305B	_____	_____	_____
262B	_____	_____	_____	284B	_____	_____	_____	306B	_____	_____	_____
263B	_____	_____	_____	285B	_____	_____	_____	307B	_____	_____	_____
264B	_____	_____	_____	286B	_____	_____	_____	308B	_____	_____	_____
265B	_____	_____	_____	287B	_____	_____	_____	309B	_____	_____	_____
266B	_____	_____	_____	288B	_____	_____	_____	310B	_____	_____	_____
267B	_____	_____	_____	289B	_____	_____	_____	311B	_____	_____	_____
268B	_____	_____	_____	290B	_____	_____	_____	312B	_____	_____	_____
269B	_____	_____	_____	291B	_____	_____	_____	313B	_____	_____	_____
270B	_____	_____	_____	292B	_____	_____	_____	314B	_____	_____	_____
271B	_____	_____	_____	293B	_____	_____	_____	315B	_____	_____	_____
272B	_____	_____	_____	294B	_____	_____	_____	316B	_____	_____	_____
273B	_____	_____	_____	295B	_____	_____	_____	317B	_____	_____	_____
274B	_____	_____	_____	296B	_____	_____	_____	318B	_____	_____	_____
275B	_____	_____	_____	297B	_____	_____	_____	319B	_____	_____	_____
276B	_____	_____	_____	298B	_____	_____	_____	320B	_____	_____	_____
277B	_____	_____	_____	299B	_____	_____	_____	321B	_____	_____	_____
278B	_____	_____	_____	300B	_____	_____	_____	322B	_____	_____	_____
279B	_____	_____	_____	301B	_____	_____	_____	323B	_____	_____	_____

Separation:

The termination of employment by reason of probation, disqualification, lay-off, resignation, retirement, dismissal, or death. (Effective September 18, 1980; Rules Revision Memo 127A).

Serious health condition:

An illness, injury, impairment or physical or mental condition, which involves inpatient care in a hospital, hospice or residential medical care facility or continuing treatment by a health care provider. (Effective February 8, 2005, Rules Revision Memo 257B)

Sexual harassment:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment. (Effective March 22, 1984; Rules Revision 60B).

Short range pay schedule:

A schedule of pay grades in the pay plan applicable to those classes which are utilized to determine pay for "seasonal" or "on-call" positions. (Effective May 1, 1991; Rules Revision 148B).

Staggered work schedule:

The assignment of differing reporting times to individual employees. (Effective November 14, 1978; Rules Revision 104A).

Standard work week:

The five-day, forty-hour work week. (Effective May 16, 1956; Rules Revision 16A).

Subject to the effects of an illegal drug or drug metabolite:

Having the presence of an illegal drug or an illegal drug metabolite in an individual's system, as determined by appropriate testing of urine specimen that is equal to or greater than the levels specified below for the confirmation test.

- a) Marijuana metabolite 15 NG/ML
- b) Cocaine metabolite(s) 150 NG/ML.
- c) Morphine and/or Codeine 300 NG/ML
- d) Phencyclidine (PCP) (and/or metabolites) 25 NG/ML
- e) Amphetamine and/or methamphetamine 500 NG/ML

(Effective December 31, 1994; Rules Revision Memo 177).

(Subsection 11-31 Continued)

- (1) Employees ... working full time shall accrue sick leave at the rate of eight (8) hours per month of service, and employees working part-time shall accrue a proportionate amount. Sick leave shall be granted to career service employees and trainees in the career training service in accordance with rules promulgated by the career service board.
- (2) Sick leave may be accumulated to a limit of nine hundred and sixty (960) working hours. When the accumulation exceeds eight hundred and eighty (880) working hours, and employee... shall be granted eight (8) hours of vacation leave for each eight hour day of sick leave accumulated beyond eight hundred and eighty, (880) hours up to the limit, in addition to the vacation to which he is otherwise entitled; provided, however, that the employee may elect to retain such sick leave credits to be used as sick leave if they do not discharge such credits by additional vacation leave.

Section 18-269 Sick Leave Pay Upon Separation reads:

- (1) Upon separation for any reason other than death or retirement, an employee... who has completed five (5) consecutive years of service shall be paid at the regular rate of pay for the difference between the balance of sick leave days to his or her credit and forty (40) hours multiplied by the years of service to a maximum of ten (10) years, except as provided in subsection (3).
- (2) Upon separation due to retirement or death, an employee ... shall be paid at his or her regular rate of pay for one-half of all accumulated sick leave credits existing on the effective date of separation or death, or in accordance with the method described under subsection (1), whichever is higher, but not to exceed five hundred and sixty (560) working hours."

11-32 Policy

(Effective April 5, 1972, Rules Revision Memo 75A; Revised 2/8/05, Rules Revision Memo 257B)

Sick leave may be used when an employee is incapacitated by sickness or injury; for medical issues caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom; for medical, dental, or optical examination, or treatment, including examinations for military service, or disability payments; for necessary care and attendance during sickness, or for death, of a member of the employee's immediate family, and for qualifying conditions under the Family and Medical Leave Act ("FMLA").

11-33 Crediting And Donating Sick Leave.

(Effective January 22, 1988; Rules Revisions Memo 105, Series B)

- a) Crediting sick leave: Sick leave shall be credited to all employees except employees in on-call positions as follows:
 - 1) Credit for employee in full-time position: An employee in a full-time position shall receive sick leave credit in accordance with the following schedule:
 - (a) Eight (8) hours for each full calendar month of service.

(Subsection 11-33 continued)

- (b) Prorated credits for less than a full calendar month of service in accordance with the schedule for employees in part-time positions, described in paragraph 11-33 a) 2) Credit for Employee in Part-Time Position.
- 2) Credit for employee in part-time position: An employee in a part-time position shall receive sick leave credit in accordance with the following schedule based on a work period of eighty (80) hours:
 - (a) Under forty (40) hours - no credits;
 - (b) Forty (40) through fifty-nine (59) hours - half (1/2) credits;
 - (c) Sixty (60) through seventy-nine (79) hours – three fourth (3/4) credits.
- b) Donating sick leave: One Career service employee may donate sick leave to another Career Service employee provided that all of the following conditions are met:
 - 1) The amount of sick leave donated may not reduce the donor employee's sick leave balance to less than two hundred forty (240) hours.
 - 2) The amount of sick leave to be credited to the recipient employee's account shall be computed as follows:
 - (a) Multiply the number of hours of sick leave being given by the donor employee times the hourly rate of pay of the donor employee;
 - (b) Divide the result of step (a) by the hourly rate of pay of the recipient employee; and
 - (c) Round the result down to the closest full hour.
 - 3) The computations made-in paragraph b) 2) shall be reported to the Auditor in accordance with procedures to be established by that office.
- c) Maximum accumulation of sick leave: Sick leave may be accumulated to a total of nine hundred sixty (960) working hours.
- d) Conversion to vacation leave: When the accumulation exceeds eight hundred eighty (880) hours, an employee may be granted eight (8) hours of vacation leave for each eight (8) hours of sick leave accumulated beyond eight hundred eighty (880) hours up to the limit.

(Paragraph 11-33 continued)

- e) Transfer of credits to Career Service: When an employee holding or occupying a city position not in the career service except positions in the Classified Service of Police and Fire, the Merit System of the Department of Social Service of the City and County of Denver, Denver Water Board, on call positions and positions whose salaries are fixed in the Charter, is appointed to a Career Service position immediately following separation from a non-Career Service position, his or her accumulated sick leave credits shall be transferred into the career service. (Effective November 17, 1972; Rules Revision Memo 79A)

11-34 Granting Sick Leave

Appointing authorities shall grant sick leave with pay in accordance with the following provisions:

- a) Advances prohibited: Sick leave shall not be granted in advance of accrual.
- b) Leave without pay for sickness: Leave without pay may be granted for sickness extending beyond the earned credits.
- c) Vacation leave for sickness: After six (6) continuous months of service, vacation leave credits may be used for sick leave when sick leave credits have been exhausted.
- d) Sick leave because of death of a family member: The amount of sick leave granted at any one time because of the death of a member of an employee's immediate family shall not exceed forty eight (48) work hours, unless an appointing authority grants additional time because of unusual circumstances. (Effective December 19, 1985; Rules Revision Memo 82B.)
- e) Restoration of sick leave: An employee who is reinstated within two (2) years after a lay-off shall have eligible sick leave credits restored. Employees who are reemployed while their names are on a reinstatement list shall also be entitled to restoration of eligible sick leave. (Effective December 18, 1980; Rules Revision Memo 01, Series B)
- f) Debiting donated sick leave: Donated sick leave may be used by the recipient employee only after the recipient employee's sick leave and vacation credits are exhausted. Donated sick leave may be used only for personal or immediate family sickness, or other qualifying FMLA conditions. (Effective January 22, 1988; Rules Revision Memo 105, Series B, February 08, 2005, Rules Revision Memo 257B)

11-35 Debiting Sick Leave

Sick leave shall be debited as follows:

- a) Amount of time debited: The amount of sick leave to be debited shall be computed on the basis of the exact number of hours or half-hours an employee is scheduled to work when leave is utilized. (Effective December 19, 1985; Rules Revision Memo 82B)

- b) Effect of regular days off: Holidays or other regular days off shall not be counted in debiting sick leave.
- c) Minimum time debited: Sick leave shall be debited in no less than one-half (1/2) hour units. (Effective July 1, 1979; Rules Revision Memo 112A).

11-36 Reporting and Investigation of Sick Leave

- a) Reporting of absence on sick leave: If an employee is absent for reasons that entitle him to sick leave, the employee or a member of his household shall notify his supervisor within two (2) hours of his usual reporting time. Appointing authorities may establish sick leave reporting procedures which differ from the standard for an entire agency, for specific units, or for individual employees in order to meet special program needs or work loads. If the employee fails to notify his supervisor or agency head, no sick leave shall be approved, except in unusual circumstances, to be determined by the appointing authority. Immediately upon return to work, the employee shall submit an Authorization for Leave form to his supervisor. (Effective January 1, 1966; Rules Revision Memo 49A).
- b) Investigation of use of sick leave: Appointing authorities may investigate the alleged illness of an employee absent on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action and may result in dismissal.
- c) Medical statement: An employee who is absent on sick leave for more than three (3) days because of his or her own illness or that of a member of his or her immediate family shall be required to furnish a statement signed by attending physician, or other proof of illness satisfactory to the appointing authority. An appointing authority may require this statement or proof for an absence chargeable to sick leave of any duration. If an appointing authority has reason to believe that the absence may be a qualifying event under the FMLA, the FMLA medical certification requirements shall apply. (Effective August 5, 1982; Rules Revision Memo 37B; February 08, 2005, Rules Revision Memo 257B.)

11-37 Effect of Transfer on Sick Leave Credits

When an employee transfers from one agency in the Career Service to another, his sick leave credits shall be transferred to the new agency.

11-38 Effect of Separation on Sick Leave Credits

(Effective November 17, 1972; Rules Revision Memo 79A)

- a) Length of service for sick leave pay: In computing length of service for the purpose of determining eligibility for sick leave pay upon separation only, service performed immediately prior to the date of employment or re-employment appointment to the Career Service in a City position not under Career Service, except positions in the Classified Service of Police and Fire, in the Merit System of the Department of Social Services of the City and County of Denver, the Denver Water Board, on call positions, and positions whose salaries are fixed in the Charter, shall be counted toward the five (5) years' consecutive service required. (Effective November 1, 1980; Rules Revision Memo 127A).

- b) Sick leave pay on separation for reasons other than retirement or death: Upon separation for any reason other than death or retirement, an employee who has completed five (5) consecutive years of service, shall be paid at his or her regular rate of pay for the difference between the balance of sick leave hours to his or her credit and forty (40) hours multiplied by his or her years of service to a maximum of ten (10) years.
- c) Sick leave pay on separation due to retirement or death: Upon separation due to retirement or death, an employee shall be paid at his or her regular rate of pay for one-half (1/2) of all accumulated sick leave credits existing on the effective date of separation or death, or in accordance with the method as described under b) above, whichever is higher, but not to exceed five hundred sixty (560) working hours. The words "retirement" when used to describe the separation of an employee from the Career Service shall be applied only to those employees who separate due to mandatory retirement age, or who are eligible for benefits under the Denver Employees' Retirement Plan.
(Effective December 19, 1985; Rules Revision Memo 82B)
- d) Restoration of sick leave credits: An employee who is laid off and reinstated shall have restored that portion of his unused sick leave credits which were not paid for under the provisions of Section 18-269 of the Revised Municipal Code, 1982 codification. (Effective December 15, 1983; Rules Revision 51B)
- e) Donated sick leave: The recipient employee shall not receive pay upon separation for any unused donated sick leave. (Effective January 22, 1988; Rules Revision 105B)

11-39 Effect of Sick Leave on Eligibility for Merit Increase
(Effective September 1, 1989; Rules Revision 129B)

Paid sick leave shall not affect eligibility for a merit increase.

Section 11-80 Leave Without Pay

(Effective January 1, 1988; Rules Revision Memo 103B; February 08, 2005, Rules Revision Memo 257B.)

11-81 Policy

Leave without pay may be granted to an employee for any good cause when it is in the interest of the City and the employee to do so. An appointing authority may grant an employee leave without pay for up to 90 days. The agency or department head may approve 90 day extensions. Any appointment made to the position vacated by an employee on leave without pay shall be conditional upon the return of the employee on leave. If an employee's leave without pay is also designated as FMLA leave, the leave without pay and FMLA leave shall run concurrently.

11-82 Granting Voluntary Leave Without Pay

(Effective November 14, 1996, Rules Revision 189B)

Voluntary leave without pay shall be subject to the following provisions:

a) Return

At the expiration of leave without pay, the employee shall return to the position he or she held prior to the leave. Failure to report promptly at the expiration of a leave without pay shall be considered a resignation.

b) Pay Increase and Fringe Benefits

FIRST 30 DAYS WITHOUT PAY

The first 30 consecutive calendar days of voluntary leave without pay in a calendar year, which is approved by the employee's supervisor, shall have no effect on the following:

- 1) City contributions to health, dental, and life insurance; or
- 2) Vacation and sick leave credits, and holiday eligibility.

AFTER 30 DAYS BUT BEFORE 180 DAYS

After the first, 30 consecutive calendar days of voluntary leave without pay, City contributions to health, dental, and life insurance shall be discontinued, except for FMLA leave:

Only employees on FMLA leave may pay for the cost of contributing the health care benefits, dental benefits, and life insurance by:

- a) depositing monthly, the employee's share of the premium for such benefits with the payroll clerk for the unit from which the employee is on leave or;
- b) by taking at least one day of paid leave from which the cost of contributions to health, dental, and life insurance shall be deducted.

Failure to contribute to the cost of the benefits or insurance shall result in the discontinuance of such benefits or insurance consistent with the FMLA.

Employees on leave without pay who are not on FMLA leave may only maintain benefit coverage by depositing the full monthly premium for such benefits with the payroll clerk for the unit from which the employee is on leave.

AFTER 180 DAYS

After the first 180 consecutive calendar days of voluntary leave without pay, City contributions to health, dental, and life insurance shall be discontinued.

Employees on leave without pay for more than 180 consecutive calendar days may maintain benefit coverage by depositing the full monthly premium for such benefits with the payroll clerk for the unit from which the employee is on leave.

- c) No break in service: A leave without pay shall not constitute a break in service.
- d) During probationary period: Leave without pay for more than 180 consecutive calendar days during the probationary period shall not be counted as part of that period but the employee to whom such leave has been granted shall be allowed to complete his or her probationary period upon return from leave.
- e) Notification of Career Service Authority The Career Service Authority shall be advised, in writing, of leave without pay granted for 15 consecutive calendar days or more.

Section 11-110 Training Leave

(Effective January 1, 1968; Rules Revision Memo 55A; February 08, 2005, Rules Revision Memo 257B.)

Appointing authorities may grant training leave with pay for the purpose of attending institutes, seminars, or educational courses related to an employee's work for a maximum of thirty (30) calendar days at any one time. Any training leave in excess of thirty (30) calendar days shall be approved by the Mayor.

Section 11-120 Disability Leave

(Effective September 1, 1968; Rules Revision Memo 59A)

11-121 Revised Municipal Code Provisions

(Effective 1974; Revised Municipal Code, 1982 codification, Section 18-287)

- a) The Revised Municipal Code provides that under certain conditions and after compliance with certain requirements "...eligible employees shall be granted disability leave with pay for a period not to exceed ninety (90) calendar days."
- b) Compensation during disability leave shall be eighty percent (80%) of gross salary. (Effective January 1, 1981; Revised Municipal Code, 1982 codification, Section 16-286).

11-122 Policy

(Effective November 1, 1980; Rules Revision 127A; February 08, 2005, Rules Revision Memo 257B)

All Career Service employees, except employees holding on-call positions, shall be granted disability leave with pay for each occupational injury or occupational disease incurred in the course of employment, provided that the period of disability exceeds three (3) calendar days. If an employee's disability leave is also designated as FMLA leave, the disability leave and FMLA leave shall run concurrently.

11-123 Eligibility for Disability Leave

(Effective January 1, 1993; Rules Revision 160B)

An employee shall be considered eligible for disability leave if such employee:

- a) Type of Position: Holds a full-time or part-time position but not an on-call position. (Effective November 1, 1980; Rules Revision 127A)
- b) Compliance with Ordinance: Has complied with the provisions of Sec. 18-287 of the Revised Municipal Code, 1982 codification, relating to reporting requirements and to examination and emergency treatment by the Employee's Medical clinic. (Effective December 15, 1983; Rules Revision 51B)
- c) Disability: Is physically or mentally unable to perform the duties of the employee's position or any other position within the City and County of Denver due to injury, occupational disease or accident experienced in the course of employment.

Section 11-150 Family & Medical Leave Act Policy

(Effective December 2, 1993; Rules Revision 167B; February 08, 2005, Rules Revision Memo 257B.)

It is the policy of the Career Service Board to provide leave under the Family & Medical Leave Act of 1993 ("FMLA") to eligible employees. The purpose of FMLA leave is to provide up to twelve weeks of job-protected leave in a twelve-month period to eligible employees for specified immediate family and medical reasons. This rule is intended to comply with and be interpreted consistent with the FMLA and its corresponding regulations. To the extent an issue is not addressed herein, the FMLA and its corresponding regulations shall govern.

11-151 When Leave Under the Family & Medical Leave Act May be Used

FMLA leave shall only be available:

- a) for the birth and care of a newborn child of the employee (including a newborn child born into a domestic partnership);
- b) for placement with the employee or the employee's domestic partner of a child for adoption, foster care or legal guardianship;
- c) to care for an employee's immediate family member with a serious health condition; or
- d) to take leave when the employee is unable to perform the functions of the employee's job because of a serious health condition.

11-152 Eligibility for FMLA leave

Any employee who has been employed by the City for at least 12 months and who has worked at least 1250 hours in the 12 months preceding the beginning of the leave shall be eligible for FMLA leave.

11-153 Requesting FMLA leave

- a) An employee may expressly request FMLA leave, or may merely state that he or she needs leave for a reason which the appointing authority knows is a qualifying reason for FMLA leave. In either instance, the appointing authority shall notify the employee that the leave may qualify as FMLA leave and request and provide information in accordance with this rule.
- b) In any situation where the need for FMLA leave is foreseeable, an employee shall provide 30 days' notice or such notice as is practicable.
- c) In any situation where the need for FMLA leave is not foreseeable, the employee shall provide such notice as is practicable. Such notice may be provided by the employee or the employee's spokesperson if the employee is unable to do so personally. The employee or the employee's spokesperson will provide more information as required by the appointing authority when it can be readily accomplished as a practical matter.
- d) An employee requesting FMLA leave must provide to the appointing authority all information necessary to determine if such leave is appropriate, including:

- 1) The reasons for the leave so as to allow the appointing authority to determine if the conditions identified in 11-151 have been met.
- 2) The anticipated start of the leave.
- 3) The anticipated duration of the leave.
- 4) Whether or not the employee has a spouse or domestic partner who is also an employee of the City and County of Denver.
- 5) A health care provider certification on a form provided by the appointing authority consistent with the FMLA.

Information provided to the appointing authority regarding an employee's FMLA leave shall be maintained in a confidential file separate from the employee's personnel file.

- e) A request for FMLA leave which does not satisfy the conditions identified in 11-151 may be denied or delayed.
- f) A denial of a request for FMLA leave shall not preclude granting sick leave if the conditions identified in 11-32 are met.

11-154 Use of FMLA leave

- a) No more than 12 workweeks of FMLA leave may be used in any 12 month period. The 12-month period shall begin when FMLA leave was first used by an employee.
- b) FMLA leave shall be granted consecutively, intermittently or on a reduced leave schedule, as provided for under the FMLA. Provided, however, if an employee requests FMLA leave intermittently or on a reduced leave schedule after the birth or placement of a child for adoption, foster care or legal guardianship, such leave shall be granted if it is consistent with the reasonable operational necessity of the agency, as determined by the appointing authority.
- c) It is the appointing authority's responsibility to designate qualifying leave as FMLA leave and the appointing authority shall notify the employee of such designation and provide other required information about FMLA leave. An employee may not refuse to allow the appointing authority to designate qualifying leave as FMLA leave.
- d) FMLA leave is unpaid leave, unless an employee elects to substitute sick leave, donated leave, ~~or~~ vacation leave or other accrued paid leave for unpaid FMLA leave.
 1. Sick leave, donated leave, vacation leave or other accrued paid leave substituted for unpaid FMLA leave shall be counted against available FMLA leave.

- e) In the case where both spouses or domestic partners are employees, the amount of FMLA leave available shall be determined as follows:
 - 1. When the leave is because of birth, adoption, foster care or legal guardianship of a child, or serious health condition of a member of either employee's immediate family (other than a child, spouse or domestic partner), the FMLA leave available shall be the combined total of 12 weeks of FMLA leave during any 12-month period.
 - 2. When the leave is because of a serious health condition of either or both employees or a child, 12 weeks of FMLA leave may be used by each employee in any 12-month period.

11-155 Secondary employment during FMLA leave

Appointing authorities may deny secondary employment during FMLA leave.

11-156 Investigation of Use of FMLA leave

Appointing authorities may investigate the use of FMLA leave consistent with the FMLA, including by requiring a second opinion and third opinion, if appropriate.. Misuse of FMLA leave may be cause for disciplinary action up to and including dismissal. An appointing authority may not discipline an employee for appropriate use of FMLA leave.

11-158 Reassignment

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on the planned medical treatment for the employee or an immediate family member, or if the appointing authority agrees to permit intermittent or reduced schedule leave for the birth of a child or for placement of a child for adoption, foster care or legal guardianship, the appointing authority may require the employee to transfer temporarily, during the period the intermittent or reduce leave schedule is required, to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

11-159 Maintenance of Benefits

- a) It shall be the responsibility of an employee on unpaid FMLA leave to provide that share of payment(s) necessary to maintain health insurance coverage as directed by the appointing authority.
- b) During any FMLA leave, the City must maintain the employee's coverage under any group health plan on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.

11-160 Return from FMLA Leave

- a) An employee returning from FMLA leave due to his or her own serious health condition shall provide a certification from the employee's health care provider that the employee is able to resume work. An employee further may be required to report periodically on the employee's status and intent to return to work.

- b) An employee returning from FMLA leave shall be returned to the same position the employee held when leave began or to an equivalent position which is defined by the FMLA regulations as a position that is virtually identical to the employee's former position in terms of pay, benefits and working conditions.
- c) An employee need not be reinstated if the employee would not otherwise have been employed at the time reinstatement is requested.
- d) When an employee returning from FMLA leave is not qualified or able to perform the essential functions of the position to which the employee was returned, the employee shall be given a reasonable opportunity in which to become qualified or seek accommodation so long as such accommodation is required by and consistent with the Americans with Disabilities Act ("ADA").
- e) When an employee returning from FMLA leave is not able to perform the essential functions of the position to which the employee is returned, the appointing authority may disqualify the employee in accordance with Rule 14-20.

11-162 Additional information regarding the FMLA

Appointing authorities shall post information and otherwise provide information regarding the FMLA as required by the FMLA. In addition, information may be found on the United States Department of Labor's website, www.dol.gov.

Page Issuance Date: February 08, 2005

Section 11-170 Holidays

(Effective April 27, 1956, 15A; Revised and Renumbered June 1, 2004, 249B)

11-171 Granting of Holidays

(Effective August 30, 1982; Rules Revision Memo 42B)

The following holidays are observed by the City as provided by ordinance. They shall be granted to all employees regularly scheduled to work on such days, except employees in the short range pay schedule classes and employees in on-call positions, provided that an employee may be required to work on a holiday if necessary to maintain essential services to the public; (Effective May 1, 1991; Rules Revision Memo 148B)

- 1) New Year's Day (January 1)
- 2) Martin Luther King Day (Third Monday in January)
(Effective December 19, 1985; Rules Revision Memo 82B)
- 3) President's Day (Third Monday in February)
- 4) Cesar Chavez Day (Last Monday in March)
(Effective January 3, 2002, Rules Revision 222B)
- 5) Memorial Day (Last Monday in May)
- 6) Independence Day (July 4)
- 7) Labor Day (First Monday in September)
- 8) Veteran's Day (November 11)
- 9) Thanksgiving Day (Fourth Thursday in November)

Page Issuance Date: February 08, 2005

