

MEMORANDUM

REVISION 46 SERIES D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: October 19, 2018

SUBJECT: Amendments to Career Service Rules 10 and 11 – Paid and Unpaid Leave

The amendments to Career Service Rules 10 and 11 were approved by the Career Service Board on October 18, 2018 and are effective October 19, 2018. Please insert the following pages in your rule book as soon as possible. Thank you.

<u>Page Numbers to Remove</u>	<u>Page Numbers to Insert</u>
Page 10-14 Page issuance date: May 9, 2016	Page 10-14 Page issuance date: October 19, 2018
Page 11-7 Page issuance date: May 9, 2016	Page 11-7 Page issuance date: October 19, 2018

Section 10-60 Paid Holiday Leave

10-61 Eligibility

(Revised October 19, 2018; Rule Revision Memo 46D)

- A. All eligible Career Service employees shall receive paid holiday leave benefits as provided in these rules, with the exception of:
1. Part-time employees who are regularly scheduled to work less than twenty (20) hours per week; and
 2. Employees occupying on-call positions.

Source: D.R.M.C. §18-141

- B. Unless otherwise provided in these rules, an eligible employee must be at work or on an authorized leave on the scheduled workdays immediately preceding and immediately following the day on which the holiday is observed in order to receive paid holiday leave.
- C. Religious or other holidays not observed by the City may be granted in accordance with the rules governing paid and unpaid leave.

10-62 Designation of holidays

"Holidays" for the purposes of this rule shall mean eight (8) hours in the following days:

- A. New Year's Day (January 1);
- B. Martin Luther King Day (third Monday in January);
- C. Washington's Birthday (observed on the third Monday in February);
- D. Cesar Chavez Day (last Monday in March);
- E. Memorial Day (last Monday in May);
- F. Independence Day (July 4);
- G. Labor Day (first Monday in September);
- H. Veterans' Day (November 11);
- I. Thanksgiving Day (fourth Thursday in November);
- J. Christmas Day (December 25);
- K. Personal holiday (one (1) personal holiday on date agreed upon by employee and the city to be used within the calendar year).

Source: D.R.M.C. §18-142

D. Break in service:

Unpaid military leave shall not constitute a break in service.

E. Completion of probationary period:

(Revised October 19, 2018; Rule Revision Memo 46D)

A probationary employee who is on unpaid military leave before or during the employee's probationary period shall be required to complete the remainder of their probationary period when the employee returns to work.

11-32 Return from Unpaid Military Leave

Employees returning from unpaid military leave after an absence of ninety (90) days or less shall return to their former position. Employees returning after ninety-one (91) days or longer shall return to their former position or a job of equal status and pay, subject to the following provisions:

A. Due date for notice of return:

Upon completing military service, an employee on military leave (whether paid or unpaid) must notify his or her appointing authority of the employee's intent to return to work. The amount of notice required depends on the amount of time served.

1. Employees who served longer than one hundred eighty (180) days shall give notice within ninety (90) days after completing service.
2. Employees who served thirty-one (31) to one hundred eighty (180) days shall give notice within fourteen (14) days after completing service.
3. Employees who served less than thirty-one (31) days shall give notice within three (3) days after completing service.

B. Certificate of satisfactory completion of military service:

A return from unpaid military leave shall be conditional upon submission of a certificate confirming release from active duty under honorable conditions.

C. Effect of hospitalization for service connected medical condition:

In the event that the employee was hospitalized after military discharge for medical conditions which occurred during the military service, the employee's unpaid military leave shall be extended up to two (2) years. Application for return from unpaid military leave must be made within ninety (90) days after the employee's medical provider releases him or her to return to work. Extensions beyond two (2) years may be granted.