

MEMORANDUM

RULE REVISION 88D

TO: Holders of Career Service Rule Books

FROM: Career Service Board

DATE: June 30, 2023

SUBJECT: Revision of Career Service Rule 10-72 B Administrative Leave.

The above-mentioned Career Service Rule was revised and approved on June 21, 2023. Please replace the following pages in your books for revisions and re-pagination. Thank you.

<u>Page Numbers to Remove</u>	<u>Page Numbers to Insert</u>
Page 10-19 and 10-20 CSR 10-72 B	Page 10-19 and 10-20 CSR 10-72 B (<i>revised</i>) Page issuance date: June 30, 2023

4. At the discretion of the appointing authority, straight time pay may be substituted for the holiday compensatory time. Holiday compensatory time may be taken at any time mutually convenient to the employee and the appointing authority. However, all accrued holiday compensatory time shall be used by March 31st of each calendar year or paid out in cash by the final pay period of April of that year.

Section 10-70 Other Paid Leave

10-71 Compensatory Time (Revised April 9, 2018; Rule Revision Memo 38D)

Compensatory time earned under the provisions of **Rule 9 PAY ADMINISTRATION** maybe taken at any time mutually convenient to the employee and the appointing authority. However, all accrued compensatory time shall be used by March 31st of each calendar year or paid out in cash by the final pay period of April of that year. An eligible non- exempt employee who has accrued compensatory time in accordance with Section 9-90 shall receive payment for the unused portion of such accrual at the final regular rate of compensation received by such employee when the employee is separated from the Career Service.

10-72 Administrative Leave (Revised June 29, 2023; Rule Revision Memo 88D)

- A. Appointing authorities shall grant paid administrative leave for the following purposes:
 1. To present grievances or appeals to an official of the City or to represent an employee presenting a grievance or an appeal. However, if flexibility exists as to the exact date and time, the leave shall be granted at the convenience of the appointing authority;
 2. To participate in the Career Service Mediation Program. Administrative leave shall be granted to employees who participate in mediation either as a party or as the mediator; or
 3. To represent another City employee at meetings with that employee's supervisor or manager, as set forth in Rule 16 **CODE OF CONDUCT AND DISCIPLINE**. The representative shall be allowed to take up to a maximum of four (4) hours of administrative leave per pay period so long as the use of such leave does not adversely affect the representative's department or agency and has been approved in advance by the employee's supervisor.
- B. Appointing authorities may grant paid administrative leave for the following purposes:
 1. To compete for positions in the Career Service, including all related interviews and examinations;

2. To reward exemplary performance, such as Employee of the Quarter, Employee of the Year, or if the appointing authority wishes to recognize an employee's outstanding contribution to the agency. The appointing authority may grant up to twenty (20) hours of administrative leave per calendar year for exemplary performance. An employee may not accrue more than twenty (20) hours of administrative leave for exemplary performance at any time during a calendar year. As of July 1, 2023, any employee having in excess of twenty (20) hours of administrative leave for exemplary performance, shall have that excess tracked in a separate bank; or
3. When the appointing authority deems there is a business necessity, for a maximum of ten (10) calendar days per calendar year. The appointing authority may request an extension of up to twenty (20) calendar days from the OHR Executive Director. The OHR Executive Director may approve the request for an extension for good cause shown.

Granting or failing to grant administrative leave under this paragraph B shall not be subject to grievance or appeal.

- C. Unused Administrative Leave shall not be paid out to an employee upon separation from the City and may not be donated to another employee at any time.

10-73 Paid Military Leave

- A. All probationary and career status employees in the Career Service shall be eligible for up to fifteen (15) days, but not to exceed one hundred twenty (120) hours of paid military leave each calendar year for the time the employee is engaged in military training or service.
- B. Notification Requirement: Employees engaged in military service or training requiring military leave shall provide notice in advance to their appointing authority, when possible. If the employee is unable to provide advance notice because of military necessity, the employee may give notice after starting duty.
- C. Employees who continue in military service beyond the time for which paid military leave is allowed shall be placed on unpaid military leave, which is covered by Rule 11 **UNPAID LEAVE**.

10-74 Election Leave

Employees who are eligible to vote in an election are entitled to use up to two (2) hours of paid election leave for the purpose of voting during the time the polls are open, if an employee's work hours on the day of an election are such that there are less than three (3) hours between the time of opening and the time of closing of the polls during which the employee is not required to be on the job. Employees must request and receive approval for the leave prior to the election day. The appointing authority may specify the hours during which the employee may be absent, except that the employee shall be allowed to take the election leave at the beginning or end of the work shift if requested.

Source: C.R.S. §1-7-1