



Legislation Text

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File #: 24-0002, Version: 1

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**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Adopt the resolution to remove the Elimination Period requirement from the TOP and PTO-11 time-off plans

**DEPARTMENT:** Human Resources

**SUBMITTED BY:** Blaine Wing

**BOARD/COMMISSION REVIEW:**

N/A

**BACKGROUND:**

The City uses various paid time off (PTO) plans based on date of hire. Prior to COVID, depending on the PTO plan, employees were required to utilize one or two PTO days before they could access Sick days.

In December of 2021, to address COVID exposures, a temporary waiver of this requirement was implemented to encourage employees to stay home when sick.

**DISCUSSION:**

The current Elimination Periods are outlined in the Employee Personnel Manual (EPM) as follows:

*Sick Leave (TOP) - Elimination Period*

*An employee may only utilize sick leave after a 2-day Elimination Period. The first full two days of any instance of absence due to an employee's own illness or the need to care for an immediate family member (defined as the employee's spouse, domestic partner, child, stepchild, parent, stepparent, parent-in-law, sibling, grandparent, or grandchild) who is seriously ill or disabled will be drawn from paid leave accruals other than sick leave. An employee may draw from PTO, floating holidays, exempt benefit days or compensatory time to satisfy a 2-day elimination period. Employees will have different elimination periods depending upon the number of hours in their scheduled workday. Employees who work 4, 10-hour days will have a 20-hour elimination period (2, 10-hour days). Employees who work 5, 4-hour days, will have an 8-hour elimination period (2, 4-hour days). Unpaid leave may not be utilized to satisfy a 2-day elimination period until all paid leaves have been exhausted.*

*Sick Leave (PTO-11) - Elimination Period*

*An employee may only utilize sick leave after a 1-day Elimination Period. The first full day of any instance of absence due to an employee's own illness or the need to care for an immediate family member (defined as the employee's spouse, domestic partner, child, stepchild, parent, stepparent,*

*parent-in-law, sibling, grandparent, or grandchild) who is seriously ill or disabled will be drawn from paid leave accruals other than sick leave (e.g. PTO, comp. time, Safe Driver Day, etc.). Employees will have different elimination periods depending upon the number of hours in their scheduled workday. Employees who work 4, 10-hour days will have a 10-hour elimination period. Employees who work 5, 4-hour days, will have a 4-hour elimination period. Unpaid leave may not be utilized to satisfy the elimination period until all paid leaves have been exhausted.*

Removal of the Elimination Period requirement allows employees to appropriately access their available Sick accruals versus coming in to work when sick to avoid utilizing PTO time that is meant for vacations and planned absences. This is especially attractive for newer employees who do not have a significant amount of PTO available.

The removal of the Elimination Period only impacts employees on the TOP or PTO-11 plans (206 union and 373 non-union) and applies to the Collective Bargaining Agreements that include the TOP and PTO-11 plans, sworn public safety excluded.

**FISCAL IMPACT:**

There are no costs associated with this change and the impact will be in how an employee uses their available accrued time off and not in actual dollars paid.