

## A G E N D A



## Recommendation for Council Action

Austin City Council	Item ID	26393	Agenda Number	18.
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Meeting Date:	8/22/2013	Department:	Human Resources
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## Subject

Approve a resolution amending the City personnel policies establishing a voluntary leave bank which would provide for paid time off to be available to eligible employees with approved FMLA leave and a system of prioritization for leave-takers accessing the leave bank.

## Amount and Source of Funding

Funding in the amount of \$117,007 will be available in the Fiscal Year 2013 - 2014 Operating Budget of various City Departments.

## Fiscal Note

A fiscal note is attached.

Purchasing Language:	
Prior Council Action:	June 6, 2013 - Council approved resolution 20130606-047
For More Information:	Mark Washington, HR Director / 974-3202 or Karen Sharp, HR Assistant Director / 512-974-1402
Boards and Commission Action:	
MBE / WBE:	
Related Items:	

## Additional Backup Information

Council resolution 20130606-047 directed the City Manager to develop an amendment to City personnel policies providing non-civil service employees with a leave bank.

The proposed Leave Bank Program includes the following:

A voluntary leave bank consists of accrued leave donated by employees and awarded to eligible, qualifying regular and part-time employees who are members of the Leave Bank. A minimum donation of accrued leave is required for an employee to become a member of the Leave Bank.

All Leave Bank members in regular, budgeted positions who have exhausted all paid leave and who qualify for FMLA leave can request donations from the City of Austin's Leave Bank, excepting those employees whose terms and conditions of employment with the City are negotiated through a collective bargaining or meet and confer agreement. Requests for donations will be prioritized with higher priority given to employees who are not eligible for the Parental

Leave Benefit described in Section III.B.1.c. Requests will be reviewed and acted upon by the Leave Bank Committee.

Donations will be requested through the annual Benefit Open Enrollment period. Each member must complete a form verifying his/her willingness to join the program on a voluntary basis. Membership will continue until a member 1) terminates employment, 2) retires, or 3) fails to renew membership.

One additional enrollment period may be scheduled annually at the discretion of the Human Resources Director. Leave Bank hours will be available to employees beginning in January following the Benefit Open Enrollment period. All donations are strictly voluntary.

Donations may only be made from accrued sick or vacation hours. The Human Resources Department will develop a procedure to establish the donation process and define minimum donation requirements.

A Leave Bank Committee, composed of a representative from the Human Resources Department, Financial Services Department, and the Employee Benefits Advisory Committee, will review and evaluate the applications to determine the number of Leave Bank hours, if any, to be awarded.

Members must exhaust their own accrued sick, vacation, exception vacation, personal holiday, and compensatory time balances and must have a FMLA qualifying event prior to any award of Leave Bank hours.

Members may be awarded up to 240 Leave Bank hours for a FMLA-qualified condition or event. Leave Bank hours must be taken within the FMLA period associated with the qualifying event. Hours awarded are proportionate to the member's budgeted work week; i.e. a 20-hour/week member could be awarded up to 120 hours. Leave benefits continue to accrue while using Leave Bank hours. The ability to award donated hours from the Leave Bank is dependent upon available hours voluntarily donated by employees.