

CITY OF KEY WEST
POLICY & PROCEDURES MANUAL
PART III- BENEFITS

2. An employee shall submit a signed Leave Authorization (HRF-4) form for approval not less than two (2) weeks prior to taking annual leave, however, the department head may require more time than 2 weeks notice.
3. All annual leave is approved at the sole discretion of the department head and will be granted in accordance with that department head's requirements. Department heads will make every effort to accommodate an employee's request.
4. An HRF-4 requires the signature of both the department head and the employee to be processed for payment.
5. Annual leave taken without an approved HRF-4 will be considered absence without permission and will be disciplined as such.
6. An employee shall sign an HRF-4 within 48 hours of return to work or the leave benefit may be forfeited.
7. An employee who terminates his/her employment with the City may be paid for up to 240 hours of accrued annual leave.
8. An employee in danger of forfeiture of annual leave may either transfer leave to sick leave according to subsection B1, or carry it over to the next fiscal year providing that a pattern of denial exists. A *pattern of denial* must include:
 - a) At least 3 disapproved HRF-4's over the entire *fiscal year*
 - b) A memorandum from the department head with specific reasons as to why the employee cannot take leave during the fiscal year,
 - c) Approval by City Manager or designee,
 - d) The agreement that the leave must be scheduled and taken in the subsequent fiscal year, and
 - e) An assurance that this allowance is an exception and will not be extended to the same employee on a repetitive basis.
9. Emergency annual leave without the required 2 week notice is at the sole discretion of the department head.

C. GRANDFATHERED LEAVE EXCEPTION:

Employees, depending on their date of hire and number of leave hours accrued as of an established date, might have been *grandfathered* in at a level above the 240-hour cap. That *grandfathered* level remains intact provided that the number of annual leave hours never drops below the *grandfathered* level. If the hours are used, the level will drop

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b) designate any leave over three (3) days related to a serious health condition as Family and Medical Leave under the FMLA, thereby requiring the completion of the paperwork required by the FMLA upon the employee's return to work.

D. SICK LEAVE TRANSFER

1. Sick leave may be transferred to a regular associate who meets the following criteria:
 - a) Associate must have a minimum of one year service with the City and be in good standing.
 - b) Associate must provide a demonstrated need due to a catastrophic illness/injury as determined by the City Manager. A catastrophic illness could include a major life threatening event, such as a terminal disease, transplant surgery, extensive hospitalization or long term medical care or disastrous injury.
 - c) All leave (personal, annual, sick, Kelly, etc.) balances of the associate receiving the transfer must be exhausted before a transfer of hours can be completed.
2. The associate transferring sick leave may not transfer more than 80 hours leave in a calendar year and may not transfer leave that would reduce his/her own sick leave balance below 160 hours.
3. Once the leave has been transferred, the person transferring the leave loses all right to the hours transferred, but may continue to accrue sick leave hours to the 720 hours cap.
4. The City Manger shall consider all transfer requests on an individual basis and the decision rendered will be final. Any additional information needed may be requested by the City Manager on an individual basis in determining the request.
5. Transfer of sick leave does not limit or waive the City's rights to require return to work as soon as possible or the right to require physical exams or a physician's certification.
6. To transfer sick leave, complete HRF-13 with associate's name (associate transferring leave), department, social security number and check box 19 indicating "transfer of sick leave." Under the remarks section, indicate transfer to and list the receiving associate's name and department. The associate transferring sick leave should sign in the department head space, date and forward to Human Resources Department.
7. Human Resources will notify the associate of the transfer of hours and the name of the associate transferring the hours.