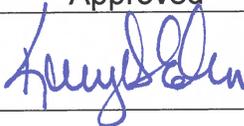




Administrative Policy

Title: Excused Absences				
Administered By: Administrative Services (Human Resources)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.208	08-92 (03-01)	01-03-17		

This Policy had been numbered Policy 200.17. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.17
 Issued: 08-92
 Revised: 03-01

ADMINISTRATIVE POLICY

SUBJECT:

EXCUSED ABSENCES

SECTION NO.	POLICY NO.	ISSUE DATE	REVISION DATE	CITY MANAGER APPROVAL
200	.17	August, 1992		March, 2001

POLICY:

The City recognizes employees occasionally need time off for a few hours or days to handle such personal matters as bereavement, personal emergencies, voting or court appearances. Time off is granted when needed as an excused absence.

PROCEDURE:

Compassionate Leave:

Paid leave for up to (5) days, not to exceed 40 hours, may be granted to a regular employee in the case of death in their family. For the purposes of clarification, family is defined as: spouse, parents, legal guardians, siblings, children (natural, adopted or step), grandparents, grandchildren, current in-laws (brother, sister, mother, father, son, daughter or grandparents).

Emergency Leave:

Time off for natural disasters, fire, burglary or serious family injury/illness (outside annual leave) may be granted. This time is without pay unless Annual Leave is used.

Court Appearances:

Employees who are subpoenaed or directed by the court to appear will be paid for that time when it involves City business. Terms and amounts of compensation may be determined by MOU. Where court appearance occurs through employee initiated action, the time off is without pay unless approved Annual Leave is used.

Jury Duty:

Employees required to serve on Jury Duty shall be granted paid leave. The employee shall turn in any compensation received for those days while on paid leave, less reimbursement for mileage, to the Finance Department and shall receive their regular pay for the leave period. Jury Duty performed on an employee's regular day off shall not be compensated by the City.

Children's School Behavior:

California law requires excused time off for employees to visit their child's school when the student has been suspended for disruptive behavior. This is unpaid time unless Annual Leave is approved.