

Length of Service	Days/ hours per pay period
0 through completion of year 2	12 days/3.70 hours per pay period
3 through completion of year 4	14 days/4.31 hours per pay period
5 through completion of year 9	17 days/5.23 hours per pay period
10 + years	22 days/6.77 hours per pay period

Although employees begin earning personal leave immediately upon hire, accrued leave does not vest and cannot be used until the employee has completed three months of employment. Personal leave accrual is capped at 240 hours. Employees are responsible for monitoring their personal leave balance. Personal time may be taken in increments of one-half hour.

Employees are responsible for submitting requests for personal leave to their manager or Elected Official with as much advanced notice as possible, ideally at least 30 days in advance of the time off. Managers and Elected Officials have the discretion to approve or deny requests for personal leave to ensure the successful operations of the department. Personal leave time **will not** be counted in the computation of overtime.

Upon separation of employment, employees receive pay for earned unused personal leave if they have been employed by the county at least three months.

Volunteerism: Eagle County encourages and supports employees in their efforts to give back to the community. Employees who volunteer for non-profit 501(c)(3) organizations are eligible to receive volunteer pay in the following increments:

- Employees scheduled to work 20 or more hours per week with at least 6 months of employment are eligible to receive up to 8 hours of volunteer pay per calendar year prorated according to full-time equivalency (FTE).
- Employees eligible for volunteer pay are responsible for submitting requests for volunteer time to their manager or Elected Official with as much advanced notice as possible, ideally at least 30 days in advance. Managers and Elected Officials have the discretion to approve or deny requests for volunteer time to ensure successful operation of the department.

Flexible Work Arrangements

In an effort to provide job flexibility to employees, where possible, in the schedule they work, the amount of hours they work, and the places they do their work, Eagle County Government has implemented the following procedures. Eagle County Government recognizes its employees may desire flexible work arrangements for any number of reasons including child care, elder care, medical treatment, education and training, volunteerism, older workers not ready to retire but wanting a lighter load, faith-based practices, and those working more than one job to make ends meet.

- I. General Requirements for Flexible Work Arrangements (FWA)
 - a. All FWA must be designed and implemented so that a professional level of customer service for each department is maintained.
 - b. All FWA are at the discretion of each department director.
 - c. Employee safety must not be jeopardized by any FWA.

II. Eligibility

- a. The primary criterion for a department director to approve a FWA is whether that FWA meets the business needs of the employee's department.
- b. Eligibility may vary for different types of FWA, as some alternatives may not be appropriate for particular jobs or for certain employees, depending on the individual department needs.
- c. All requests for FWA should be treated equitably, regardless of the employee's reason for requesting the FWA.
- d. In any FWA employees will be expected to meet the same performance standards as those not working in FWA.
- e. An employee will not be granted an FWA unless his or her prior performance has demonstrated the skills and qualities necessary to succeed in the proposed FWA. New employees may be hired into FWA if the arrangement meets the business needs of the department at the time of hire, with the understanding that such an arrangement may be changed if the business needs dictate.
- f. Employees who request telecommuting as part of an FWA should ensure a safe and suitable workspace that is appropriately confidential and free of distractions and interruptions.
- g. All FWA are subject to ongoing review and may be terminated at any time, given cause, or when business needs dictate.

III. Flexibility Options

- a. Adjusted meal period. An arrangement that allows a full-time employee to extend their meal period up to a maximum of two hours a day, but still work a full day.
- b. Compressed work week. An arrangement that condenses one or more standard workweeks into fewer, longer days.
- c. Flextime. An arrangement that allows a full-time employee to work variable starting and ending times within limits set by the department director. The employee still works the same number of hours as they would under a traditional arrangement
- d. Job-Sharing. An arrangement in which two or more part-time employees share the responsibilities of one full-time job at a pro-rated salary.
- e. Telecommuting. An arrangement that allows an employee to work from home or an alternative work site for a portion of their work schedule using technology to connect them to their department.
- f. Flexible Work Arrangement. An arrangement that allows an employee to have an alternative work schedule such as a reduced hour schedule under this policy.

IV. Flexible Work Arrangement Guidelines

- a. FWAs may arise as a result of an individual employee request or a departmental need. Eagle County Government is a diverse organization. No one alternative fits all departments or all jobs. However, many Eagle County Government work environments can use at least one form of workplace flexibility.
- b. Each FWA must support the department's goals, budget and service standards. For example, the arrangement should be achieved without: curtailing normal business hours; incurring overtime impairing the department's effectiveness;

- placing undue burden on others in the department; or creating problems of safety, security or supervision.
- c. The individual's work style and work history must support the requirements of the FWA.
 - d. The job tasks must be adaptable to the FWA.
 - e. Special arrangements for communication and accountability should be established to assist successful implementation of the FWA.
 - f. To ensure that all parties understand the expectations, a written proposal and agreement should be completed.
 - g. Approval should be based on Eagle County's commitment to FWAs, the department's needs, and the business merits of each proposal.
 - h. A trial period should be established to provide the opportunity for the employee and their supervisor to work together in good faith to implement the FWA and work out minor problems. Some jobs do not lend themselves to flexibility. Consequently, both parties should be prepared to agree that an arrangement may need some sorting out or may need to be discontinued if it is not working.
 - i. It should be made clear that approval of all FWAs is subject to change at any time, should business or performance concerns arise.

LEAVES OF ABSENCE

For purposes of calculating overtime payments, only hours actually worked are counted. Hours not worked such as funeral leave, jury duty, voting or military leave are not counted as hours worked when computing overtime and will be paid at the employee's regular hourly rate.

Administrative Leave

There may be situations where an employee is required to work a significant amount of extra time for an extended period of time. Exempt salaried employees are compensated a specified amount each pay period to perform the job regardless of the hours worked, including hours in excess of 40 per week. In recognition of exempt employees who have worked a **significant** amount of extra time, Department Directors or Elected Officials may grant occasional and judiciously limited Administrative Leave.

Domestic Abuse Leave

Employees subject to domestic abuse may be eligible for a leave of absence. Please see the Human Resources Department for more information.

Funeral Leave

Regular full time employees are eligible for paid leave of up to forty (40) hours and part time employees up to (20) hours prorated according to full-time equivalency (FTE) , to attend the funeral of an immediate family member.

Immediate family is defined as the employee's spouse, lawfully married same-sex spouse, domestic or civil union partner parents, legal guardian, children, sisters, brothers, grandparents, grandchildren, and all step and in-law versions of the same. Regular employees are also eligible for up to eight (8) hours of paid leave prorated according to full-time equivalency (FTE) to attend the funeral of other relatives and close friends. If necessary, and with the approval of the

Department Director or Elected Official, employees may use earned personal leave or unpaid leave to extend their absence from work.

Jury Duty

The county recognizes jury duty as a civic responsibility. When summoned for jury duty, all employees will be granted leave to perform their duty as a juror. If the employee is excused from jury duty during their regular work hours, they are expected to report to work promptly.

Employees' receive regular pay for the first three eight hour days of jury duty if they were scheduled to work and a juror service certificate is submitted. Beginning with the fourth day and thereafter, employees as jurors are paid \$50.00 per day by the State of Colorado for state, district or county court jury duty. For jury duty in excess of three days, employees receive the difference between jury duty pay and their regular pay up to a maximum eight hours a day, forty hours a week and 30 days total (240 hours). Jury duty leave beyond this time is without pay from the county.

Voting

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their **supervisor/manager** no later than the day prior to Election Day.

Military Leave

Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing veteran's re-employment right, which currently provides up to 15 days leave of absence without loss of pay, benefits, or seniority.

Family and Medical Leave (FMLA)

The county provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- Incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, lawfully married same-sex spouse, civil or domestic partner, son or daughter, or parent, who has a serious health condition;
- Serious health condition that makes the employee unable to perform the employee's job.

FMLA Military Family Leave Entitlements

Eligible employees with a spouse, lawfully married same-sex spouse, civil or domestic partner, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal