

V. PERSONAL LEAVE RULES AND REGULATIONS

A. AUTHORITY

These rules are promulgated pursuant to General Laws, Chapter 40, §21A.

B. SCOPE

These rules and regulations shall apply to all employees of the City of Worcester, except those specifically excluded from receiving personal leave under the provisions of a collective bargaining agreement, and except for members of the School Department.

C. ELIGIBILITY

All full time employees (regularly scheduled for 40 hours per week) shall be eligible to receive three personal days during the vacation year, provided, however, that they have worked not less than 90 days in the prior fiscal year. (When computing 90 days, there are seven days in a week of those seven, five days must be in a paid status)

Employees on the temporary employment account, i.e. "the temporary pool," in Human Resources are not eligible to receive personal leave.

D. EARNING OF PERSONAL LEAVE

A department head or his/her designated representative shall grant, in accordance with these rules, if requested by an eligible employee, personal leave days not to exceed three (3) in any vacation year, for the observance of religious holidays, special events, occasions, celebrations, actual or impending inclement weather, or for any other reasons.

1) Operating Needs of Department

Personal leave shall be subject to the operating and staffing needs of the department, as determined by the department head or his/her designated representative, and shall be granted so

as not to interfere with the efficiency of the department, or otherwise add to the cost of the department's operation.

2) **Snow days**

Personal leave shall be subject to the condition that (1) the City cannot suspend its operations or minimize its services due to inclement weather; (2) departments must continue to operate, especially those which provide vital services; and (3) the absence will not interfere with operations of the department. An employee may be absent from work on a snow day only by utilizing a personal day or a vacation day. Otherwise, the absence is without pay.

E. WRITTEN REQUEST REQUIRED

Except in cases of emergencies, personal leave shall be requested by eligible employees at least one week in advance. Such requests shall be in writing and shall state the reason for the requested leave.

F. CONVERSION TO VACATION

An employee may request to convert up to three (3) days of personal leave per year to vacation leave if the request is made in writing to the department prior to May 31 of any year. Said converted vacation leave is to be taken with the employee's regular vacation allowance during the ensuing vacation year, subject to all the rules governing vacation leave. A conversion of personal leave shall be for the following year only, and shall not be used to preserve any personal leave from one vacation year to the next.

G. NO ACCUMULATION OF PERSONAL LEAVE

Personal leave not used during the vacation year will be lost and not be accumulated.

H. PERSONAL LEAVE SHALL NOT BE USED TO EXTEND HOLIDAYS

Personal leave shall not be used on scheduled work days before or after a legal holiday.

I. REQUESTS FROM MORE THAN ONE EMPLOYEE

If there are more requests for personal leave on a given day than can be honored in any unit, supervisors shall allocate personal leave to those persons who have the most urgent need to be excused for that day.

J. TRANSFERS

Upon the appointment of any employee from one department in the City to any other department in the City, the head of the department from which the employee is leaving shall prepare an abstract of the leave record for the employee as of the last day that such employee was carried in a pay status on the payroll for such department. He shall forward such abstract to the head of the department to which such employee has been appointed. The head of the department to which such employee has been appointed shall enter the information contained in the abstract in the leave record for his/her department, and shall credit such employee with any unused personal leave credit as of the date of commencement of services in such department.

K. EFFECTIVE DATE

These rules and regulations shall become effective June 1, 2019, and shall supersede the rules amended November 30, 2000.

L. INTERPRETATION

Any substantial question arising from these regulations shall be referred to the Director of Human Resources for interpretation.

M. MODIFICATION

The City Manager reserves the right to make such modifications and amendments to these regulations as, in his opinion, are deemed necessary and proper.

Promulgated by City Manager 1/1/70
Reprinted 7/1/72
Amended 1/1/76, Rules 3, 5 and 7
Recodified 9/1/76
Amended and Recodified 1/28/86
Revised 4/7/95
Revised 11/30/00
Revised 6/1/2019

