

POLICY TITLE: HOLIDAYS, VACATION AND SICK LEAVE
POLICY NUMBER: 3050

COMMITTEE APPROVAL DATE: 09/05/2018 **WRITTEN/REVISED BY:** HUMAN RESOURCES
BOARD APPROVAL DATE: 09/26/2018 **SUPERSEDES:** 07/22/2015

POLICY:

3050 It is the policy of the Beach Cities Health District (“District”) to promote employee work/life balance through the use of Holiday, Vacation, and Sick leave.

SCOPE:

3050.1 This policy applies to all District employees.

RESPONSIBILITY:

3050.2 It is the responsibility of management to understand, communicate, and enforce this policy uniformly among District employees. It is the responsibility of employees to understand the policies, guidelines, and procedures, and to follow them accordingly.

GUIDELINES:

3050.3 Holiday, Vacation, and Sick leave benefits are available to full-time and eligible part-time employees. To be eligible, part-time employees must have an assigned work schedule of a minimum of 30 hours per week, or must have averaged a minimum of 30 hours per week within the calendar year with the exception of Sick leave benefits that are provided by law. Benefits are pro-rated based upon the employee’s assigned work schedule.

3050.4 The District observes the following paid holidays in which the administrative offices are closed:

3050.4.1

New Year’s Day*
Martin Luther King’s Birthday
President’s Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day*
Friday after Thanksgiving
Christmas Day*

3050.4.2 Should any of these holidays fall on a Saturday or Sunday the District will observe the holiday on Friday or Monday, respectively. If any of these holidays fall within an

employee's Vacation leave, the employee will not take the holiday(s) as Vacation but as Holiday pay.

3050.4.3 The Center for Health and Fitness and AdventurePlex will be closed only on those holidays marked with an asterisk (*).

3050.4.4 The Department Head has the discretion to compensate non-benefited part-time staff at a rate of time-and-a-half in order to ensure adequate staffing. Exempt employees who are asked to work on the holiday will have up to two pay periods to use another day as the holiday or will lose the holiday benefit.

3050.5 The District provides Vacation benefits as follows:

3050.5.1 Full-time employees accrue Vacation from the first day of employment and are eligible to use the time after six (6) months of employment. Vacation time for full-time employees is accrued as follows:

3050.5.1.1 Year one and two: accrue 10 hours a month

3050.5.1.2 Beginning year three and four: accrue 13.33 hours a month

3050.5.1.3 Beginning year five and after: accrue 16.67 hours a month

3050.5.2 Part-time salaried or hourly employees scheduled to work 30 or more hours per week accrue Vacation benefits from the first day of employment and are eligible to use the time after six (6) months of employment. Vacation is pro-rated based upon the assigned schedule.

3050.5.3 Vacation may be carried over from year to year up to a maximum of two (2) times the number of hours being accrued that year. As an example, an employee who has five (5) years of service will have a maximum ceiling of four hundred (400) accrued Vacation hours. The employee stops accruing when the maximum number of Vacation hours is reached and will resume accruing when Vacation time has been taken.

3050.5.4 Any exception to the maximum accrual policy must be pre-approved by the Chief Executive Officer. Vacation may be used for vacation, personal time off, or time off needed to attend to personal matters.

3050.5.5 Employees are encouraged to use their accrued Vacation in a timely manner in order to avoid reaching the maximum accrual limit and to allow for rest and recuperation. If an employee perceives that workload demands preclude him or her from using accrued Vacation, she/he is expected to consult with his or her manager, department head, Human Resources or Chief Executive Officer. Employees who reach the maximum will not be permitted to use Vacation on a pay period basis in an effort to avoid losing Vacation accruals, if doing so disrupts department workflow or business operations. Rather, the employee will be expected to work with his or her manager in order to arrange for taking blocks of Vacation (e.g., one or two weeks at a time) in order to reduce his or her overall balance.

3050.5.6 Managers are responsible for proactively monitoring Vacation balances and assisting employees with developing a plan to take time off. Once a plan is established, employees who fail to follow through may be subject to disciplinary action.

3050.5.7 If a medically documented illness or accidental injury occurs during a Vacation period, sick leave may be substituted for those days during the Vacation period when the employee was ill. However, any adjustment or extension of the pre-scheduled vacation based on this occurrence must be approved by the employee's supervisor.

3050.5.8 All requests for Vacation must be approved through the electronic time off request system by the employee's supervisor, prior to taking time off from work, to ensure adequate staff coverage.

3050.5.9 The District will try to accommodate employees who need to take time off for religious purposes, unless the accommodation will create an undue burden pursuant to Federal and State laws. All religious observance requests for time off must be submitted to the employee's supervisor prior to taking time off so that the necessary accommodations can be made.

3050.5.10 If an employee has not accrued Vacation, they may be permitted time off without pay at the discretion of their supervisor.

3050.5.11 Unused Vacation that has been accrued will be paid upon termination at the salary rate the employee is earning at the time of termination.

3050.6 The District provides Sick leave benefits as follows:

3050.6.1 Full-time employees accrue Sick leave benefits from the first day of employment. Sick leave is accrued on a monthly basis at a rate of 6.6 hours per month.

3050.6.2 Part-time salaried or hourly employees scheduled to work 30 or more hours per week accrue Sick leave benefits from the first day of employment. Sick leave is pro-rated based upon the assigned schedule. Part-time salaried or hourly employees regularly scheduled to work less than 30 hours per week, seasonal or temporary employees accrue Sick leave at a rate of one hour for every 30 hours worked.

3050.6.3 Sick leave may be rolled over from year to year up to a maximum of 720 hours for full-time and part-time employees regularly schedule for 30 hours or more per week. Part-time employees working less than 30 hours per week may roll over Sick leave year to year up to a maximum of 48 hours. The Chief Executive Officer reserves the right to approve Sick leave accrual in excess of the maximum hours allowed.

3050.6.4 In compliance with California law, an employee may use Sick leave in connection with the diagnosis, care or treatment of an existing health condition for, or the preventive care of an employee or an employee's immediate family member. "Family member," for purposes of this policy, means spouse, registered domestic partner, children, parents (including step-parents and parents-in-law), grandparents, and siblings. Employees may also use Sick leave who are the victims of domestic violence, sexual assault or stalking.

3050.6.5 Employees are required to call their supervisor by 9:00 a.m. of the day on which the illness occurs if practicable. If the employee's department has a different procedure to accommodate coverage or staffing issues, the employee is to follow the department's procedure if practicable. The District may require the employee to provide a physician's note.

3050.6.6 As noted under Paragraph 3050.3 (Vacation), if a medically documented illness occurs while an employee is on Vacation leave, Sick leave may be substituted for the day(s) during the Vacation leave when the employee was ill.

3050.6.7 Unused sick leave is not compensated upon termination from employment. However, employees that are re-employed with the District within a year of separation will have their bank of unused sick time reinstated.

3050.7 The Chief Executive Officer reserves the right to advance or approve donating Vacation leave to an employee who needs to be away from work to take care of an emergency (e.g. caring for a family member, employee's own injury or illness) and who does not have enough accrued Vacation or Sick leave to cover their time away from work. The Vacation leave required to cover the employee's time off can be voluntarily donated by a BCHD employee who would like to help the co-worker in need.

3050.8 All employees are insured for job-related injury or illness under the California State Workers' Compensation Law, which provides for medical and hospital expenses and partial compensation for time lost from work.

3050.8.1 Workers' compensation benefits extend for a 13-week period only. During this period an employee's Sick Leave will be charged, on a pro-rated basis, in order to make up the difference between the payment received by worker's compensation insurance and their regular wages.

3050.8.2 Once Sick Leave is exhausted, the difference will be charged to an employee's Vacation leave. If both Sick leave and Vacation leave are exhausted, the employee will continue to receive the wages paid by the workers' compensation insurance only, for the remainder of the eligibility period.

3050.8.3 The employee will not be charged Sick leave or Vacation for the time missed from work on the day of the injury to seek medical care. To ensure coverage of job-related injuries, employees are required to report the injury immediately to their supervisor and to secure medical care within 24 hours. The supervisor shall report the injury immediately to Human Resources.

EXCEPTIONS:

3050.9 The Chief Executive Officer is the only person authorized to make exceptions to this policy.