

Presented by: The Manager  
Introduced: 01/24/2000  
Drafted by: J.R. Corso

## **RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2016**

### **A Resolution Amending the Personnel Rules to Allow Employees to Cash In Unused Personal Leave.**

BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Amendment of Table of Contents.** That the table of contents for Personnel Rule 11 is amended to read:

#### **RULE 11**

#### **LEAVE**

##### **Section**

- 005. Scope**
- 010. Accrual rates**
- 012. Personal leave cash-in**
- 015. New employees**
- 020. Accrual during unauthorized leave**
- 025. Leave anniversary**
- 030. Minimum leave use**
- 035. Maximum leave carry-over**
- 040. Scheduled use of personal leave**
- 045. Direction to take leave**
- 050. Unscheduled leave**
- 055. Banked medical leave**
- 060. Use of leave to supplement workers' compensation**
- 065. Leave without pay**
- 067. Family/medical leave**
- 070. Cancellation of leave without pay**
- 075. Effect of leave without pay**
- 080. Adjustment of anniversary dates**
- 085. Court leave**
- 090. Military leave without pay**
- 095. Military leave with pay**
- 100. Emergency service leave**

- 105. **Maximum paid military and emergency service leave**
- 110. **Donation of leave**
- 115. **Seasonal leave**
- 120. **Medical leave on separation**
- 125. **Terminal leave**
- 130. **Parent-teacher conference**

**Section 2. New Section.** That the Personnel Rules are amended by the addition of a new section 11 PR 012 reading:

**11 PR 012. PERSONAL LEAVE CASH-IN.** (a) An employee may cash in a maximum of 15 days of personal leave upon a showing that the employee:

(1) will use the cash-in to alleviate an extreme hardship caused by circumstances beyond the employee's control,

(2) will retain a personal leave balance of no less than 21 days, and

(3) has not cashed in leave during the preceding 12 months.

(b) Administration.

(1) Application for personal leave cash-in shall be made in writing to the Personnel Director.

(2) Leave cashed in does not count as leave used for purposes of 11 PR 030.

(3) For purposes of calculating the maximum cash-in and minimum leave balance allowed by this section:

(A) 15 days equals 120 hours for an employee assigned to a 40-hour per week work schedule,

(B) 21 days equals 168 hours for an employee assigned to a 40-hour per week work schedule,

(C) the equivalencies established in section (A) and (B) shall be proportionately lower for an employee assigned to a work schedule of less than 40 hours per week.

(c) An employee may cash in personal leave as necessary and without regard to the limitations in subsections (a) or (b) in order to purchase health insurance through the employer while on leave without pay.

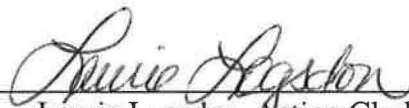
**Section 3. Application.** This resolution does not affect the leave cash-in option granted to the City Attorney pursuant to Ordinance 1998-34.

**Section 4. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 24<sup>th</sup> day of January, 2000.

  
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Dennis Egan, Mayor

Attest:

  
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Laurie Logsdon, Acting Clerk