

Presented by: Manager
Introduced: March 20, 1975
Adopted:

A RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 304

A RESOLUTION AMENDING THE PERSONNEL RULES
OF THE CITY AND BOROUGH OF JUNEAU.

WHEREAS, the Assembly, by Resolution No. 176, and in accordance with CBJ 44.05.060, has adopted personnel rules for the City and Borough of Juneau, and

WHEREAS, the Assembly deems it appropriate to amend such rules to allow an employee to transfer part of his accrued annual leave to the sick leave account of another city and borough employee;

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

That the personnel rules adopted by Resolution Serial No. 176 are hereby amended by adding a new rule 10.10.0, Transfer of Annual Leave to Sick Leave, which is attached hereto and incorporated as a part of this resolution.

Adopted this 20th day of March, 1975.

Wm R Macomber
Mayor

Attest:

Amey J. Perry
Clerk

10.10.0 Transfer of Annual Leave to Sick Leave.

10.10.01 Who May Donate.

The manager may allow a classified or partially exempt employee voluntarily upon written request on an approved form to transfer a maximum of 30 days or 50 percent of his accrued annual leave, whichever is the lesser, providing such transfer does not reduce the donor's annual leave account to less than 40 hours.

This transfer of annual leave may only be made to an employee who is on sick leave without pay and the transfer occurs on the date when the request is made. Such a transfer may be made only once during any calendar year. Once an employee has such leave transferred, all future rights to compensation for such leave by the donor are waived. Accrued sick leave shall not be transferred.

10.10.01 Condition of Transfer and Use of Transferred Leave.

Only employees in a classified or partially exempt position and who are on sick leave without pay are eligible to receive a transfer of leave as set forth in 10.10.01. Leave transferred as provided in 10.10.01 shall be transferred to the receiving employee's accrued sick leave account. Upon separation the employee shall not be paid for any such sick leave remaining in the account and any such transferred leave and any such remaining sick leave shall be cancelled. Transferred sick leave which is cancelled upon termination shall not be reactivated as provided in 10.01.09. An employee who returns to work from leave status shall be entitled to retain any unused transferred leave remaining in his sick leave. While using such leave, an employee on transferred leave shall not be paid for holidays which occur while using such leave. When transferred leave has been exhausted, the employee shall be placed on sick leave without pay status. The maximum amount of time an employee may be on sick leave without pay is as set forth in 10.07.0 and can be extended by the number of months the employee is on transferred sick leave.

10.10.03 Adoption of Procedure.

The manager shall prepare administrative procedures to administer this leave in a fair and equitable manner.