

ADMINISTRATIVE ORDER NUMBER 6-17

SUBJECT: Leave Payoff for Unforeseeable Emergency

Responsible Department: City Manager

Date Issued: 03-04-1999

Date Revised: 08-22-2017

Approved: *(Signature on File)*

Purpose

The purpose of this policy is to provide a one-time opportunity for employees to cash out a portion of their accrued compensatory time off, holiday and vacation (annual) leave, in the event of an unforeseeable emergency.

Policy

In the event of an unforeseeable emergency, as described below, an employee may request a one-time payoff of up to 200 hours of accrued compensatory time off, holiday or vacation (annual) leave, subject to the approval of the City Manager provided all other leave cash out provisions of the applicable MOU or Salary Resolution have been exhausted and the request does not exhaust the vacation (annual) leave balance.

For purposes of this order, an unforeseeable emergency is a severe financial hardship resulting from a sudden and unexpected illness or accident of the employee or dependent; loss of employee's property due to casualty; or other similar extraordinary and unforeseeable circumstances arising from events beyond the control of the employee. The decision of the City Manager as to whether or not an event meets this criteria is final.

Procedures

1. Requests are to be made in writing by employee.
2. The written requests are presented to and reviewed by the employee's Department Director.
3. The Department Director will provide a recommendation to the City Manager.
4. The City Manager will respond to the request and if authorized will specify the amount of accrued compensatory time off, holiday and/or vacation (annual) leave that will be paid out.