

**CITY OF GREEN BAY DEPARTMENT OF PUBLIC WORKS
STANDARD OPERATING GUIDELINES**

Title: LEAVE TIME SELECTION	Guideline Number: DPW SOG 5
Initial Effective Date: June 26, 2013	Revision Date: July 30, 2013

This guideline applies to all City of Green Bay-DPW Operations Division employees regarding the selection of leave time including vacation, personal time, voluntary furlough, floating holiday or comp time. Use of sick, military, jury duty and funeral leave are not covered by this document.

Definitions:

1. Round. A full leave time request rotation through the employee roster within any one individual section (i.e. Motor Equipment, Street, Sanitation, Sewer and Bridge, Buildings and Grounds, Sign Shop, and Electrical Shop)
2. Seniority. Seniority will commence upon an employee's most recent date of hire as a full time regular employee by the City (not just years of service to DPW) regardless of what shift or classification an employee is assigned.
3. Leave time. Leave time is pre-approved time away from work, including vacation, personal time, voluntary furlough, floating holiday or comp time. Use of sick, military, jury duty and funeral leave are not covered by this document.

Procedure:

General Considerations. Each Superintendent will identify and maintain minimum staffing levels for their section. Staffing needs will remain consistent throughout the year unless the Superintendent receives approval from the DPW Operations Director to deviate from the pre-determined minimum staffing level. Any deviations below the minimum staffing level cannot significantly impact services provided by the affected section.

Leave requests will be made by seniority order of employees in each section, not in master seniority of all Operations Division employees as a whole. Any workday of the year is fair game for requesting leave time during any round of the selection process. There are no black-out dates.

Employees can request any leave time they have booked as of January 1 of each year. Once an employee's banked leave time is expired, all remaining leave time requests will be denied and associated forms returned to the employee.

It is understood that all DPW employees maintain a service obligation to the City. As such, a significant number of DPW employees may be needed to complete critical DPW functions at any time of the year. Examples of critical functions include but are not limited to snow plowing, flooding and high water events, natural disaster clean-up, etc. In order to perform critical functions, DPW reserves the right to cancel pre-approved leave time to secure appropriate employee coverage for the City's needs when such cancellation is possible and practical and does not result in a monetary loss for the employee

It is understood that a specific shift or job duty may fall below minimum staffing levels, while at the same time the overall minimum staffing level of that section is maintained. In these cases, it is the responsibility of the Superintendent to adjust employee shifts and job assignments to accommodate proper coverage during employee absences that cause these issues.

Each Superintendent will inform employees as soon as practical of 1) approval or denial of requested leave time and 2) changes in work shift and/or job assignment so employees can plan their leave time, work time and personal schedule accordingly. If an employee is not planning on using approved leave time, employees must cancel it no later than one week in advance, unless the cancellation is due to a family emergency or the employee does not have available vacation.

Round 1 Selection Process. Beginning on the workday closest to December 1 of each year, employees in each individual section will be allowed (in seniority order) to identify the first 5-days they wish to request leave time during the following year. The following rules apply for leave time selection during this round:

- The 5-days of requested leave time do not have to be contiguous.
- An employee is allowed to bid "pass" on their leave time selection. If an employee bids "pass," they will not be given another opportunity during that same round to make a leave time selection.

Round 2 Selection Process. On the first workday of each year, all employees will be allowed to submit an unlimited number of leave time requests for the entire year. Leave time requests during this round will be considered in seniority order. The following rules apply for leave time selection during this round:

- An unlimited number of leave time requests will be accepted from each employee. However, employees can only request time off they have on the books as of January 1 of that year minus any leave request selections made under Round 1.
- All leave time requests for each employee will be considered and logged before proceeding to requests for the next most senior employee.

Round 3 Selection Process. On the second workday of the year and continuing to the end of the year, all leave time requests will be considered on a first-come, first-served basis. The following rules apply for leave time selection during this round:

- An unlimited number of leave time requests will be accepted from each employee. However, employees can only request time off they have on the books as of January 1 of each year minus any leave request selections made under Rounds 1 and 2.
- Leave time request forms must be submitted directly to the Superintendent or designee.
- Every leave time request form submitted during this round will be marked with the date and time of receipt by the Superintendent or designee. This will identify the chronology of receipt, so forms can be processed in the proper order.
- All leave time request forms submitted at the same time by an employee will be date and time stamped the same. In this case, all leave time requests for that employee will be considered before proceeding to requests for the next chronological leave time request.

Exceptions. It is understood that at certain times of the year, pre-established minimum staffing levels may be able to be exceeded. If leave time requests exceed minimum staffing levels, management will determine if additional employees can be off without adversely affecting DPW services.

Approval:

Department Head: /s/ Steven Grenier	Date: June 26, 2013
Human Resources Director: /s/ Lynn M. Boland	Date: June 26, 2013

This guideline is a supplement to the Public Works Department policies and procedures and/or City of Green Bay policies and procedures. The City reserves the right to change, revise and/or delete this guideline with advance notice to the affected employees. This guideline is not subject to the grievance procedure.