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2/18/04

09/17/2014

1.0 PURPOSE:

To describe the general policies and procedures of the City of West Allis in regard to voluntary time off.

2.0 ORGANIZATIONS AND PERSONS AFFECTED:

This policy applies to all City of West Allis departments, boards, commissions and employees.

3.0 POLICY:

It is the policy of the City of West Allis to provide a uniform set of guidelines and procedures for voluntary time off. (Definition: voluntary time off means time off without pay initiated by the employee.)

4.0 REFERENCES:

City of West Allis Policies and Procedures Manual, Policy 1420 – Military Leave

5.0 PROCEDURES:5.1 RESPONSIBILITY:

It is the responsibility of the Human Resources Division to administer this policy.

5.2 GENERAL POLICIES:

5.2.1 Qualifying Employee and Eligibility: An employee holding a budgeted position of 0.5 FTE (full time equivalent) or greater is eligible upon date of hire.

5.2.2 Unpaid time off for qualified Military Leave shall be governed by Policy 1420, Military Leave.

5.2.3 An employee requesting voluntary time off shall state his/her intention in writing on a form prepared by the Human Resources Division. Such form shall be submitted to the Department Head/Supervisor, who if approved, will forward it to the Finance and Human Resources Divisions.

5.2.4 The maximum number of hours of voluntary time off an individual may request is 160 hours (four weeks) per calendar year. Part-time employees will have voluntary time off prorated based on FTE (full time equivalent); for example, a 0.5 FTE may receive up to 80 hours per calendar year.

5.2.5 Any changes to approved voluntary time off must be resubmitted under these same procedures.

5.2.6 Voluntary time off shall be recorded on time records by using the abbreviation “VT”.

- 5.2.7 The Human Resources Division will prepare reports summarizing the voluntary time off usage when requested.
- 5.2.8 The Employee shall exhaust all paid time prior to requesting voluntary time off. Paid time includes but is not limited to, vacation, random days, compensatory time, and sick leave where applicable.
- 5.2.9 In granting such voluntary time off, no overtime work shall be allowed to result for any other employee.
- 5.2.10 Voluntary time off shall in no way be considered an entitlement, related to any other contract, rule, policy or procedure.
- 5.2.11 Accrual of benefits will not be affected by any voluntary time off.
- 5.2.12 Voluntary time off may be cancelled by the Supervisor/Department Head in the case of emergency or special Department/Division circumstances.