

Purpose: To define appointments that are eligible for employee benefits.

HR-4-01. Benefit Administration

- A. Eligibility for leave. All City service employees, except original probationary employees, emergency, seasonal, and temporary employees, are eligible for any type of leave with pay from the date of appointment. Original probationary employees earn vacation and sick leave from their date of appointment but may only use sick leave during their probationary period. Emergency, seasonal, and temporary employees are eligible only for administrative leave, military leave, and civic duty leave for the purpose of voting and jury duty.
- B. Requests for leave. Except in an emergency, an employee must obtain approval in advance and in writing prior to taking any leave.