

**ATTACHMENT TO ORDINANCE NO. 2151-2017
AMENDING
POLICE MANAGEMENT COMPENSATION PLAN ORDINANCE NO. 2715-2013**

SECTION 11. SPECIAL LEAVE WITH PAY.

(A) Military Leave with Pay.

- (1) Military Leave of Twenty-Two Days or Less. Employees who serve in the Ohio National Guard, Ohio Military Reserve, Ohio Naval Militia, U.S. Air Force Reserve, U.S. Army Reserve, U.S. Marine Corps Reserve, U.S. Coast Guard Reserve, or the U.S. Naval Reserve (defined as "military duty"), shall be granted military leave of absence without loss of pay for a period or periods not to exceed twenty-two (22) eight (8) hour days or one hundred seventy-six (176) hours during each payroll year when an employee is ordered to active duty, when an employee is ordered to military training exercises conducted in the field, when an employee fulfills his unit training assembly requirements, and/or when the Governor of the State of Ohio or the President of the United States declares that a state of emergency exists, and the employee is ordered to active duty for purposes of that emergency.

An employee's regular wages shall be paid for the period or periods of time so served without deduction or offset for whatever amount such employee may receive as military base pay.

(2) Military Leave In Excess of Twenty-Two Days.

- (a) Where it is to the advantage of the City and on the approval of the Chief of Police, military leave of up to fifteen (15) additional eight (8) hour days (or one hundred twenty (120) hours) may be granted annually, provided that the employee is to be paid his/her regular wages for the time so served, less one (1) day military base pay for each day he/she would otherwise have been scheduled to work for the City while on military duty.

- (b) If paragraph (2)(a) above is not applicable, where an employee is called to military duty for a period or periods in excess of twenty-two (22) eight (8) hour workdays (or one hundred seventy-six (176) hours) in any one (1) calendar year, because of an executive order issued by the President of the United States or an act of Congress during the period designated in the order or act, the employee is entitled to a military leave of absence and is to be paid during each additional twenty-two (22) eight (8) hour workdays (or one hundred

seventy-six (176) hours), the lesser of the following: (1) The difference between the employee's regular wages and the sum of the employee's gross uniformed pay and allowances received, or (2) five hundred dollars (\$500). The payment of this military leave is limited to only the initial year of the order should the leave of absence for active duty continue for more than one (1) year.

- (3) Use of Vacation Leave. Instead of or in addition to the paid military leave provided by paragraph (A)(2) above, an employee may, at his/her option, use vacation leave when ordered to military duty where the provisions of paragraph (A)(1) above are not applicable.

(B) Military Leave Without Pay. An employee shall be granted a leave of absence without pay to serve in the Armed Forces of the United States of America or any branch thereof. Such leave of absence shall be governed by the following principles:

- (1) An eligible employee shall retain the rank, pay step, and seniority applicable to the employee at the time of enlistment, induction, or call into the active service of the Armed Forces of the United States of America, or any branch thereof.
- (2) Any employee who has entered the service as stated above, upon an honorable discharge or a discharge with honorable conditions from the service and establishment of the fact that the employee's physical and mental condition has not been impaired to the extent of rendering the employee incompetent to perform the duties of the position, shall be returned to the position the employee held immediately prior to the employee's enlistment or induction into the service or to a position of equal rank and grade. Such employee must request restoration to the position within ninety (90) days of receiving an honorable discharge from the Armed Forces or the position shall be declared vacant. Nothing contained in this subsection shall obligate the City to pay an employee who is on military leave of absence.
- (3) The term "Armed Forces of the United States," as used in this Section, shall be deemed to include such services as designated by the Congress of the United States.
- (4) Where service in the Armed Forces results from induction or call to active duty, leave shall be granted for the duration of such call.
- (5) Where service in the Armed Forces results from enlistment, leave shall be granted for not more than one voluntary enlistment.

- (C) Special Leave. In addition to other leaves authorized herein, the Public Safety Director may authorize special leave of absence with or without pay according to Civil Service Rules or City Council ordinance for purposes beneficial to the employee and the City.
- (D) Jury Duty Leave. An employee, while serving upon a jury in any court of record in Franklin County or adjoining counties of Delaware, Licking, Fairfield, Pickaway, Madison, or Union shall be paid his/her regular salary for each of his/her workdays during the period of time so served. Upon receipt of payment for jury service, the employee shall submit jury fees to the Administrative Deputy Chief who will then deposit such funds with the City Treasurer. Time so served shall be deemed active and continuous service for all purposes.
- (E) Court Leave. Time off with pay shall be allowed employees who are required to attend any court of record as a witness for the City of Columbus in civil matters. Upon receipt of payment for witness service, the employee shall submit witness fees to the Administrative Deputy Chief who will then deposit such funds with the City Treasurer.

(F) Paid Parental Leave (PPL). Effective August 1, 2017, full-time City employees in classifications listed in Section 5 of this Ordinance, who meet the following criteria, are eligible for up to six (6) weeks of PPL.

(1) Employees must have:

(a) Completed one (1) year of continuous full-time City service;

(b) Worked for at least one thousand two hundred fifty (1,250) hours over the twelve- (12) month period preceding the leave;

(c) Not taken any PPL in the preceding rolling twelve- (12) month period measured backward from the date PPL is used.

(2) PPL qualifying events are the following:

(a) Birth of a child, provided the employee is the biological parent, or the spouse or domestic partner of the biological parent, or a legal guardian of the child.

(b) Permanent placement of an adoptive child, provided the employee is the adoptive parent, or the spouse or partner of the adoptive parent, and must reside in the same household as the newly adopted child.

(3) PPL benefits are as follows:

- (a) The eligible leave period of six (6) weeks begins on the date of the qualifying event (i.e., birth of a child or permanent placement of an adoptive child). PPL is not intended to extend disability leave, and therefore will not be used at the end of disability leave following the same event.
 - (b) Eligible employees may receive a total PPL benefit of six (6) weeks. This program shall provide for payment to the employee from the fifteenth (15th) day of the qualifying event for a maximum of four (4) weeks of PPL benefits at seventy percent (70%) of the employee's current salary.
 - (c) Notwithstanding the provisions of Section 15 of this Ordinance, during the waiting period only, employees may elect to use sick leave, vacation leave, compensatory time or unpaid leave time.
 - (d) During the six (6) weeks of PPL, the employee may, if he/she so desires, elect to use all, or part, of his/her accumulated but unused sick leave in order to make up any difference between one hundred percent (100%) of his/her gross wages and the amount which he/she receives under the PPL program, provided that all new (current year) sick leave accruals are exhausted before an employee may use the available balance in his/her old sick leave bank. If an employee exhausts all sick leave benefits, other approved leave may be granted by the Appointing Authority.
 - (e) PPL must be taken as one continuous block of leave and may not be taken intermittently.
 - (f) Any PPL which is granted for reasons permissible under FMLA leave shall count toward the twelve- (12) week per year limitation.
 - (g) While an employee is paid PPL benefits, vacation accruals shall cease. Holidays shall be paid at the PPL benefit rate as set forth in Section 11(F)(3)(b) of this Ordinance.
- (G) Paid Caregiver Leave (PCL). Effective August 1, 2017 through August 1, 2019, full-time City employees in classifications listed in Section 5 of this Ordinance, who meet the following criteria, are eligible for up to four (4) weeks of PCL.

- (1) Employees must have:**
 - (a) Completed one (1) year of continuous full-time City service;**
 - (b) Worked for at least one thousand two hundred fifty (1,250) hours over the twelve- (12) month period preceding the leave;**
 - (c) Not taken any PCL in the preceding rolling twelve- (12) month period measured backward from the date PCL is used.**
- (2) PCL may be taken when the employee's covered family member has a serious medical condition as defined by the Family and Medical Leave Act (FMLA) requiring the employee's care.**
- (3) Covered family members under the FMLA are the employee's spouse, son, daughter or parent as defined in the FMLA regulations.**
- (4) PCL benefits are as follows:**
 - (a) The eligible leave period of four (4) weeks begins on the date the employee requests leave to care for an eligible family member with a serious health condition.**
 - (b) Eligible employees may receive a total PCL benefit of four (4) weeks. This program shall provide for payment to the employee from the fifteenth (15th) day of the qualifying event for a maximum of two (2) weeks of PCL benefits at seventy percent (70%) of the employee's current salary.**
 - (c) Notwithstanding the provisions of Section 15 of this Ordinance, during the waiting period only, employees may elect to use sick leave, vacation leave, compensatory time or unpaid leave time.**
 - (d) During the four (4) weeks of PCL, the employee may, if he/she so desires, elect to use all, or part, of his/her accumulated but unused sick leave in order to make up any difference between one hundred percent (100%) of his/her gross wages and the amount which he/she receives under the PCL program, provided that all new (current year) sick leave accruals are exhausted before an employee may use the available balance in his/her old sick leave bank. If an employee exhausts all sick leave benefits, other approved leave may be granted by the Appointing Authority.**

- (e) PCL must be taken as one continuous block of leave and may not be taken intermittently.**
- (f) Any PCL which is granted for reasons permissible under FMLA leave shall count toward the twelve- (12) week per year limitation.**
- (g) While an employee is paid PCL benefits, vacation accruals shall cease. Holidays shall be paid at the PCL benefit rate as set forth in Section 11(G)(4)(b) of this Ordinance.**