

**Attachment to Ordinance #2123-2017  
Amending Management Compensation Plan (MCP) #2713-2013,  
as amended**

**SECTION 10. SPECIAL LEAVE WITH PAY.**

(A) Military Leave.

- (1) Full-time, non-seasonal employees who are members of the Ohio National Guard, U.S. Air Force Reserve, U.S. Army Reserve, U.S. Marine Corps Reserve, U.S. Naval Reserve or U.S. Coast Guard Reserve shall be granted military leave of absence with pay when ordered to temporary active duty (e.g. active duty for training or annual training) for a period or periods not to exceed twenty-two (22) eight (8) hour work days (176 hours), whether or not consecutive, during each calendar year. Active duty does not include inactive duty training (e.g. unit training assemblies). In the event that the Chief Executive Officer of the State of Ohio, or the Chief Executive Officer of the United States declares that a state of emergency exists, the employee, if ordered to active duty for purposes of that emergency, shall be paid pursuant to this Subsection (A) for a period or periods not to exceed twenty-two (22) eight (8) hour work days (176 hours), whether or not consecutive, during each calendar year.
- (2) An employee shall be paid his/her regular salary for each scheduled workday such employee is absent during military leave of absence with pay authorized by this Subsection (1).
- (3) The City shall comply with all applicable federal laws relating to the granting of military leave and reinstating employees upon the conclusion of that leave.

(B) Jury Duty Leave.

- (1) A full-time employee serving upon a jury in any court of record of Franklin County, Ohio, or adjoining counties shall be paid his/her regular salary for the period of time so served. Time so served upon a jury shall be deemed active service with the City for all purposes. The employee is required to obtain a signed record from the courts to document the time spent on jury duty. Upon receipt of payment for jury service during regular working hours, the employee shall deposit such funds with the City Treasurer.
- (2) When a full-time employee receives notice for jury duty in any court of record of Franklin County, Ohio, or in any adjoining county, he/she shall present such notice to his/her immediate supervisor. A copy will be made of the notice and filed and recorded in the employee's personnel file.

- (a) When notified by the court to report for jury duty on a day certain, a time report shall be completed and signed by the assignment commissioner or appropriate court official for each day during jury service setting forth the time of arrival and departure from the court. Such record shall be presented by the employee to his/her supervisor upon return to work.
  - (b) When released by the court from jury service and such release is more than four (4) hours prior to the end of his/her regular shift, the employee shall be required to report for his/her work assignment within a reasonable time after release. The supervisor in each individual case shall determine that time.
- (C) Examination Leave. Time off with pay shall be allowed employees participating in City Civil Service tests or taking a required examination pertinent to their City employment before a state or federal licensing board with prior notice or proof of same to the Appointing Authority.
- (D) Court Leave.
  - (1) Time off with pay shall be allowed employees who are subpoenaed to attend any legal proceedings as a witness on behalf of the City of Columbus. Vacation leave or leave without pay shall be granted to employees who are subpoenaed for other purposes. The provisions of Subsection (B)(2) above shall apply in such cases. In the event that an employee is required to appear as a witness in a legal proceeding on behalf of a governmental body other than the City, the Director of Human Resources or designee shall consider and may grant leave with pay, if appropriate.
  - (2) Whenever employees are required, as a term of their employment, to appear in court to testify as witnesses, they shall not be required to furnish their home addresses or telephone numbers, unless directed to do so by the court.
- (E) Disaster Leave. Time off with pay shall be allowed to a fully qualified employee for service in specialized disaster relief service for the American Red Cross. Said leave shall be granted only after the requisition of the individual serving in such capacity by the American Red Cross. Eligibility of any employee for such service shall be established prior to the granting of leave and subject to the approval of the Appointing Authority for the individual involved.
- (F) Personal Business Day.

- (1) Full-time employees in the classified and unclassified service, except for Elected Officials, Directors, unclassified Deputy Directors and Department Assistant Directors, shall receive two eight (8) hour personal business days each vacation year, upon reasonable notice to and approval by their Appointing Authorities or designee.
  - (2) Part-time regular employees in the classified and unclassified services shall receive two (2) four (4) hour personal business days each vacation year, upon reasonable notice to and approval by their Appointing Authorities or designees.
  - (3) The personal business days are available to employees who have personal business matters to attend to, and cannot do that business outside of regular working hours.
  - (4) The personal business days may not be used in increments, but must be taken in eight (8) hour increments (or four (4) hour increments for part-time employees). The days must be used during the vacation year and may not be carried over from year to year. The personal business days will not be subject to buy-back or cashing in at the end of the vacation year.
- (G) Betty Brzezinski Living Organ Donor Leave. A fully qualified full-time employee covered by this Ordinance is eligible to receive regular pay for up to two hundred forty (240) hours of leave for the employee's donation of any portion of an adult liver, lung or pancreas or because of the employee's donation of an adult kidney.

Each calendar year, a fully qualified full-time employee covered by this Ordinance is eligible to receive regular pay for up to fifty-six (56) hours of leave for the employee's donation of adult bone marrow.

Paid time off pursuant to this Section is subject to review of appropriate medical documentation by the Department of Human Resources.

- (H) Precinct Election Official Leave Program.

Any employee who is a registered voter of Franklin County, who resides in the City of Columbus, and who meets the other requirements established by the law and the Franklin County Board of Elections may request Election Official Leave with pay for the purposes of being a judge of an election engaged by the Franklin County Board of Elections.

The employee must obtain written authorization for paid Precinct Election Official Leave from the Appointing Authority prior to contacting the Board of Elections to register as a judge of an election.

The Appointing Authority reserves the right to reject an application based on operational need. Should several employees apply who perform a similar function and operational need dictates that not all may participate, then priority shall be given by the Appointing Authority on the basis of the order in which applications are received.

The Board of Elections reserves the right to refuse to place an employee with prior approval for Precinct Election Official leave if the employee's services are not needed on Election Day. In such an instance, the employee must report to work during the employee's regular work hours. Lastly, the Board of Elections may give priority to employees who have served as judges in prior elections.

The employee may be required to attend paid Precinct Election Official training courses as mandated by Ohio law and conducted by the Franklin County Board of Elections. The employee should make every effort to attend said training courses outside of the employee's regular working hours. However, should the employee choose to attend training courses during the employee's regular working hours, such leave is not covered under the Precinct Election Official Leave Program and requires a prior request and authorization for vacation or personal leave or compensatory pay. Leave without pay will not be permitted to attend such training courses.

The employee's prompt return to work on the employee's next regular working day is expected, and violation of such is subject to the normal policies and procedures of the employee's appointing authority.

An employee using Precinct Election Official Leave is entitled to the regular compensation awarded to judges of elections under Ohio Law and as established by the Franklin County Board of Elections in addition to the employee's Precinct Official leave with pay. This leave with pay is not to be considered "hours worked" for the purpose of computing overtime.

As verification that the employee serves as a Precinct Election Official on Election Day, the employee shall submit a copy of the employee's poll worker paycheck or pay stub provided by the Board of Elections subsequent to each election worked.

- (l) Paid Time Off (PTO). Elected officials may, at their discretion, adopt the provisions of this Paragraph (l). If adopted by the elected officials, they shall so notify the City Auditor's office.
  - (1) Each part-time regular employee will receive paid time off each vacation year as defined in Section 12(A) of this Ordinance, regardless of effective date of the part-time regular appointment.

- (2) The number of hours of paid time off will be determined at the time of hire based on the number of hours an employee is scheduled to work each week as follows:
  - (a) For employees scheduled to work more than eight (8) hours per week up to twenty (20) hours per week will receive twenty (20) hours of paid time off per vacation year.
  - (b) For employees schedule to work more than twenty (20) hours per week will receive forty (40) hours of paid time off per vacation year.

In the event the scheduled number of hours changes from one year to the next, an appointing authority must notify the Office of the City Auditor of that change before the first payperiod of each payroll year.

- (3) A part-time regular employee may request paid time off upon reasonable notice to and approval by the Appointing Authority or designee. Paid time off may be approved in increments of one (1) hour.
- (4) Any balance of paid time off remaining at the end of the vacation year will not be carried over from year to year. Paid time off will not be subject to buy-back or cashing in at the end of the vacation year or at time of separation from City service.

**(J) Paid Parental Leave (PPL). Effective August 1, 2017, full-time City employees in classifications listed in Sections 5(C), (D) and (E) 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.**

**(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 11(C) 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 10(J)(3)(b) of this Ordinance.**

**(K) Paid Caregiver Leave (PCL). Effective August 1, 2017 through August 1, 2019, full-time City employees in classifications listed in Sections 5(C), (D)**

and (E) 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.

(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 11(C) 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 10(K)(4)(b) of this Ordinance.