

Council Policy 3-4 Employee Birthday Leave

SUBJECT: Employee Birthday Leave

PURPOSE: To establish procedures allowing birthday leave for eligible employees.

ELIGIBILITY: All full-time and part-time General Employees are eligible to receive birthday leave, after successfully completing thirty (30) days of employment. Full-time employees will receive one day of leave (i.e. 8 hours or 10 hours depending on length of shift) during their birth month. Part-time employees will receive four (4) hours of leave during their birth month.

PROCEDURE: The Human Resources Department will send out Birthday Leave Certificates to eligible employees the month preceding the employee's respective birthdays. All birthday leave must be taken within the employee's birth month which will be tracked via the utilization of the leave certificates. Employees must submit a birthday leave request to their supervisor for approval prior to use. Birthday leave must be used within the same workday and may not be used in less than one day increments.


If an employee does not take his/her birthday leave within his/her birth month, the leave will be forfeited for that calendar year. Birthday leave is considered "use or lose" and cannot be banked, carried over, transferred or cashed out.

Departmental supervisors are responsible for ensuring birthday leave is taken in accordance with this policy and any applicable internal departmental policy. Additionally, supervisors are also required to ensure that employees are given a fair opportunity to utilize said leave.

REFERENCE: None

EFFECTIVE DATE: January 1, 2020

RESPONSIBLE DEPARTMENT: Human Resources



Stanley Booker, Mayor

1/15/2020

Date