

**CITY OF MINNEAPOLIS
 CANCELLATION OF PAID LEAVES OF ABSENCE,
 INCLUDING UNPAID BUDGETARY LEAVE PROCEDURES
 (Links to [Policy](#) and [Forms](#))**

Governing Policy: City of Minneapolis Cancellation of Paid Leaves of Absence, Including Unpaid Budgetary Leave Policy

Synopsis: Establishes policy, roles, and responsibilities for the cancellation of paid leaves of absence, including unpaid budgetary leave policy.

Procedure History: Department Approval: TBD, 2009

Last Revision Date: May 26, 2009

Links to Related Regulations:

Administering Departments: Human Resources

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I. Roles and Responsibilities

All employees of the City of Minneapolis play important roles to ensure compliance with the Cancellation of Paid Leaves of Absence, Including Unpaid Budgetary Leave Policy. City employees must perform the responsibilities as outlined below and in accordance with the procedures developed for this policy.

| Role | Responsibility |
|---------------------------------|--|
| Employees | <ol style="list-style-type: none"> 1. Comply with the <u>City of Minneapolis Cancellation of Paid Leaves of Absence, Including Unpaid Budgetary Leave Policy</u>. |
| Human Resources Director | <ol style="list-style-type: none"> 1. Develop, implement, manage, and update the policy. 2. Establish, manage, and modify procedures necessary to carry out and comply with the policy in accordance with applicable laws, City ordinances, policies and rules. 3. Provide departments with information about employees on leaves of absence covered by this policy. 4. Develop and maintain procedures for implementation and ongoing maintenance of the <u>Cancellation of Paid Leaves of Absence, Including Unpaid Budgetary Leave Policy</u>. 5. Determine the appropriate means of communicating the Policy and Procedures to all employees. 6. Ensure Human Resources staff are carrying out their responsibilities. |
| Department Heads and Management | <ol style="list-style-type: none"> 1. When necessary, cancel any paid leaves of absence, including Budgetary Leave and Vacation Leave, covered by and as described in the procedures covered by this policy. 2. Perform responsibilities as it pertains to managing current employees. 3. Before cancelling any paid leaves of absence, make sure the employee has been given a letter of <u>Notification of Leave Rescission</u>. 4. Maintain accurate record of approved time off for all employees. 5. When rescinding a paid leave of absence, determine which employees are absent due to personal reasons or medical reasons. 6. For further information see Section IV. Procedures for Supervisors, Managers and Directors on page 3 of these procedures. |
| COOP Coordinator | <ol style="list-style-type: none"> 1. Declare a citywide COOP event. 2. Ensure that <u>cancellation of paid leaves of absence, including unpaid budgetary leave</u> by department heads are made objectively. 3. Oversee the continuity of government authority, basic public safety services, and life safety services. |
| Human Resources Generalist | <ol style="list-style-type: none"> 1. Consult with supervisors and managers and provide counsel when cancelling a paid leave of absence. 2. Ensure proper disciplinary actions are followed if an employee does not comply with returning to work. |

II. Purpose

To establish procedures under which employee leaves may be cancelled during a COOP event.

III. Contract Provisions

Labor agreement provisions generally provide that vacation, once approved, may not be cancelled except for unforeseen circumstances.

Because a COOP event is an unforeseen circumstance, and may cause significant staffing shortages, paid vacation leave, compensatory time off, and other leave without pay approved for non-medical reasons may be rescinded in order to provide appropriate staffing coverage for city services.

IV. Procedures for Supervisors, Managers, and Directors

- A.** Maintain an accurate record of all approved time off and provide access to that record to those in their line of succession.
 - 1. Identify those employees who are using leave (whether paid or unpaid) due to medical reasons as opposed to personal reasons. Require, if deemed appropriate, documentation of present medical disability from those employees who are absent from work due to medical reasons. Consult with the HR Generalist for the Department, if necessary.
 - 2. Identify those employees who are currently using non-medical leave who may not be reasonably expected to report to work if their leave is rescinded (e.g., it is reasonable for an employee who is on vacation at home to report to work but unreasonable to require an employee who is on vacation out of the country to report to work).
- B.** Attempt, before rescinding leave, to staff the work unit and/or projects through other available means. This may involve seeking staff to volunteer for the work or reassigning other available employees. Employees who volunteer to work despite being absent from work due to medical reasons may be required to provide medical documentation confirming their ability to return to work.
- C.** Rescind paid vacation leave, paid time off, compensatory time off, budgetary leave, and other leave without pay, if being used by the employee for personal, as opposed to medical reasons, if the supervisor is unable to adequately staff a work unit or project. Impacted employees who must return to work should be notified as soon as this determination is made.
- D.** Notifications of leave rescission should be made by the immediate supervisor or his/her designee preferably via actual contact with the employee (i.e. direct telephone conversation or e-mail exchange) or, if not possible, in writing (i.e. fax or U.S. mail), with due consideration to the individual's circumstance. A sample e-mail/letter/FAX is included in APPENDIX A.
- E.** Should an employee not return to work as directed, consult with the Human Resources Generalist before proceeding with disciplinary action.
- F.** Vacation maximum: The vacation leave accrual maximum is 400 hours. Employees whose leave is rescinded and who, by returning to work, would accrue leave above the designated maximum shall be allowed to accrue such leave above the maximum allowed.

APPENDIX A

Sample Notification of Leave Rescission (e-mail/letter/FAX)

Date: xx/xx/xx

To: Employee's name

From: Supervisor/Manager/Appointing Authority's name

Subject: Rescission of Previously Approved Leave for Non-Medical Reasons

Please be advised that the COOP event has caused staffing shortages citywide. Unfortunately, this means that your previously-approved leave must be rescinded in order to provide staffing coverage for (Department/Work Unit). Please report to work as follows:

Date: xx/xx/xx

Time: ____ am/pm

Place:

Failure to report to work without supervisory approval may result in disciplinary action.

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