

**CITY OF COSTA MESA, CALIFORNIA  
COUNCIL POLICY**

SUBJECT	POLICY NUMBER	EFFECTIVE DATE	PAGE
PART-TIME EMPLOYEES GENERAL LEAVE PROGRAM	300-4	1/1/89 Rev. 12/4/00	1 OF 2

**PURPOSE**

The purpose of this policy is to establish a "general leave" program for those at-will employees working in permanent part-time classifications, or for those working part-time in a Basic Salary Schedule classification that work a regular schedule. The intent is to provide a minimum threshold of "leave" benefits for those employees who work in permanent part-time classifications.

The provision of such leave benefits would primarily enhance the employment status of the City's part-time staff. In addition, this program may favorably affect the City's ability to attract and retain well-trained, long-term part-time employees.

**POLICY**

At-will employees working in the following permanent part-time classifications are eligible to receive "general leave" benefits as defined below upon meeting the eligibility criteria so established. At-will employees working part-time in classifications on the Basic Salary Schedule are also eligible to receive "general leave" benefits upon meeting the eligibility criteria.

The permanent part-time classifications are:

<u>Class Code</u>	<u>Classification</u>
601	Intern
506	Recreation Leader IV
505	Senior Lifeguard
503	Recreation Leader I
504	Recreation Leader II
507	Recreation Leader III
512	Lifeguard
509	General Aide I
510	General Aide II
513	Instructor Guard
650	Crossing Guard
710	Lead Crossing Guard

**A. General Leave Defined**

General leave is defined as leave accrued based on the amount of part-time hours worked at the current rate of .042 hours per hour worked during the first 4 years of service, .084 hours per hour worked for 5 – 9 years of service, and .168 hours per hour worked for 10 or more years of service. This accumulated time can be used in lieu of regularly scheduled work hours for sick, vacation, or holiday time (as defined in Personnel Rules and Regulations for classifications covered by the Basic Salary Schedule). Part-time employees may also "cash-out" a portion of said general leave.

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**B. Eligibility**

At-will employees working in the classifications identified above, as well as those part-time employees working in classifications listed on the Basic Salary Schedule, who work on a regular, year-round basis, are eligible to accrue leave benefits so defined.

Eligibility commences after part-time employees have been employed for a minimum of 520 service hours.

Once eligible, the part-time employee will earn .042 general leave hours for each hour worked during the first 4 years of service, .084 hours per hour worked for 5 – 9 years of service, and .168 hours per hour worked for 10 or more years of service.

**C. Payoff and Accrual Limitation**

All accrued time shall be paid off in full at the current hourly rate of pay upon termination or deactivation from employment.

The maximum accrual of general leave shall be 84 hours. Upon reaching this limit, employees shall be paid the rate in effect at the time the excess is earned.

“Cash-out” of accrued general leave will be permitted under the circumstances below:

1. A baseline is established of 20 hours of accrued leave. No cash out will be permitted unless an employee has greater than this baseline and no employee may cash-out any amount that would reduce the accrued leave to less than 20 hours.
2. The cash out option will be facilitated through the use of the employee’s time card and shall be paid in conjunction with the normal payroll process and cycle.
3. Any request outside the guidelines established by this policy shall be considered a hardship request and must be approved by the Administrative Services Director who will consult with the City Manager. Consideration will only be granted upon receipt of written verification of severe hardship including documentation of such.

The effective date of this policy shall be January 1, 1989, and may be revised by Resolution.

The revised effective date of this policy is December 4, 2000.