

Buffalo & Erie County Public Library

PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Paid Leave Balances

CHAPTER: VII

SECTION: 16

EFFECTIVE DATE: 1/81

REVISION DATE: 7/88, 4/89, 5/90, 8/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

Generally speaking, full-time and regular part-time permanent employees of the Buffalo & Erie County Public Library accrue various forms of paid leave as part of their benefits package. Exceptions may apply. Employees should refer to their respective collective bargaining agreements or benefits package for specific information relating to their benefit entitlement and rates of accruals.

II. GUIDELINES

A. Accrual Eligibility Date/ Anniversary Date

1. An employee's leave accrual eligibility date (also referred to as anniversary date) is used to determine vacation earnings rate, eligibility for personal leave, and eligibility for extended sick leave.

2. The leave accrual eligibility date commences when an employee first assumes a full-time or regular part-time benefit earning position with the B&ECPL. Once this date has been established, it will remain unadjusted unless the employee leaves B&ECPL service and remains outside B&ECPL service for more than one year.
3. If an employee is laid off, the leave accrual eligibility date will not be affected, provided the employee returns to B&ECPL service during his/her period of eligibility on the appropriate preferred or recall list. If a laid-off employee returns to B&ECPL service after the expiration of his/her recall or preferred list rights, the employee's leave accrual eligibility date will be the date of rehire, with no credit for past service.

B. Maximum Accrual Levels

1. Every year on an employee's anniversary date the employee's paid leave accrual balances will be checked. At this time, any leave accrual balance in excess of the maximum allowable limit is reduced to the maximum allowable limit.
2. Unused personal leave will be credited to the employee's sick leave account if that balance is below the maximum limitation.
3. Excess vacation time will be lost.
4. The employee receives no compensation for lost accruals.
5. Employees should refer to their respective collective bargaining agreement or benefits manual for maximum allowable limits.

C. Departure from B&ECPL Service

1. When an employee who has accrued paid leave leaves B&ECPL service, he/she will be paid for any unused vacation and compensatory time.
2. Unused sick leave, personal leave, and floating holidays will not be paid. In exception to this rule, AFSCME Local 1095 members are paid for personal leave hours upon retirement.
3. An employee on Leave Without Pay (LWOP), who leaves B&ECPL service for any reason without returning from LWOP, will be compensated for accrued vacation hours at the hourly rate in effect immediately prior to commencement of his/her LWOP.

D. Restoration of Leave Credits

1. Any permanent employee who leaves B&ECPL service for any reason and returns to B&ECPL service within one (1) year will have all leave restored which has not been paid.
 - a. This includes any unused sick leave, personal leave, and floating holidays.
 - b. This does not include paid leave which employee was paid for at the time of departure.
 - c. This policy applies to all permanent employees who are rehired within one (1) year, regardless of whether the new appointment is permanent, provisional, or temporary.

2. Any laid-off employee, who returns to B&ECPL service while on a recall or preferred list, will have all paid leave which was not paid for at time of layoff restored at the time of rehire or reinstatement.