

CITY OF FLAGSTAFF

City Employee Directives

no. 2019-2

Title: WINTER PTO and CLOSURES

Effective: December 24, 2019

Revision: 06/08/2020

Contact: Office of City Manager

I. Purpose:

As authorized by the City Council on April 23, 2019, the purpose of this benefit is to provide benefit-eligible employees with additional paid time off to be used during the holiday season and to authorize suspension of non-essential City operations annually on December 24 at 12:00 p.m.

II. Eligibility:

- A. Emergency City operations may not be suspended, and employees will continue to fulfill his or her assigned shift.
- B. Non-essential City operations will be suspended, and the City Manager authorizes employees to leave at 12:00 p.m. annually on December 24.

III. Conditions:

- A. This benefit will be applied as four (4) hours of Winter PTO to be used annually by June 30. Employees in the 2912 pay plan will receive 5.6 hours. This benefit will be pro-rated for part-time benefit-eligible employees.
- B. Employees hired after January 1st each year will not be eligible for the current fiscal year leave.
- C. Winter PTO is not to be paid out upon termination.
- D. Division Directors will work with employees' schedules and building closures to encourage employees to utilize the four hours of Winter PTO leave.

IV. Process:

- A. Employees will submit a Leave of Absence Request Form to their immediate supervisor to record their leave through Payroll.
- B. Four (4) hours (5.6 hours for employees in the 2912 pay plan) of Winter PTO will added to the PTO bank following the first payroll each November for use no later than June 30 of the following year.

Greg Clifton, City Manager

Date Approved

