



Minneapolis
City of Lakes

Leave of Absence Guide

*City of Minneapolis Human Resources
Department*

INDEX

<u>TOPIC</u>	<u>Page</u>
Introduction/Contacts	3
<u>Leave Type</u>	
Budgetary Leave	4
Family and Medical Leave	6
Medical Leave for Self (Other than under FMLA)	8
Pregnancy and Parenting Leave	10
Military Leave	11
Elected Position, Leave to Serve	13
Appointed Position, Leave to Serve	13
Union Position, Leave to Serve	13
Unclassified City Job, Leave to Serve	13
Temporary Employment, where it is in the best interests of the City	13
Candidate for Public Office, Leave to Become	15
Educational Leave	16
Olympic Competition Leave	17
Personal Leave	18
Funeral (Bereavement) Leave	19
Paid Parental Leave	20
<u>Other Leaves of Absence</u>	21
Blood Donation Leave	21
Bone Marrow Donor Leave	21
Investigatory Leave	21
Jury Duty	21
Organ Donor Leave	21
Religious Holiday Leave	21
Safety Leave	21
School Conference and Activities Leave	22
Voting Leave	22
Crime Victims Leave	22
Military Family Leave	22
Military Family Ceremonies Leave	22
<u>Resources</u>	23
Roles and Responsibilities	23
Requests for Hours or Dates Adjustments	23
Action Reason Description Codes for COMET-HR	24

INTRODUCTION/CONTACTS

The Leave of Absence Guide is designed to assist in the administration of employee leaves of absence. Numerous options for leave, both paid and unpaid, may be available to Regular (Permanent) City employees. Some of these leaves are governed by Federal or State laws, City Ordinances, [Civil Service Commission Rules](#), [City policies](#) and [Labor Agreements](#). Because laws, rules, policies and labor agreements often change, it is important to remember that this document is meant to be a summary administrative guide. The information in this guide does not replace laws, rules, policies or labor agreements. ***In cases where this guide conflicts with the authority governing the leave, the law, rule, policy or labor agreement takes precedence.***

This guide does **NOT** include the following types of leave:

- Administrative Leave granted to exempt employees
- Administrative Leave granted under any labor agreement
- Disability Retirement
- I.O.D. Leave for Police and Fire Sworn employees
- Incidental use of Accumulated Sick Leave, Vacation Leave or Compensatory time except insofar as it is related to the specified leaves.
- Lay-Off
- Seasonal Layoff
- Workers Compensation

Additional Notes:

If an employee is denied his or her request for a leave of absence, he or she has the right to appeal through the Civil Service Commission or his or her Union.

An employee may be granted a **combination of Budgetary and Family and Medical Leave**; however, City policy requires that Family and Medical Leave be taken first before Budgetary Leave is used.

Calculation of Number of Days of Leave: Generally calendar days are used to calculate the length of leave, except for the annual 15 work days for paid military leave.

Generally, **probationary employees are not eligible for leaves**, except for Funeral Leave, Jury Duty Leave, Bone Marrow Donor Leave, Budgetary Leave or Family & Medical Leave (if they meet the qualifying criteria).

If you have questions, please feel free to contact the following staff:

Business Function	CONTACT	PHONE #
Benefits	Benefits Staff	612.673.2282
Civil Service Commission Rules	Melody West	612.673.3121
Family Medical Leave	Alecia Prins	612.673.5460
HR Processes	HR Generalist Teams	Click on Link
Labor Agreements	Laura Davis	612.673.3521
Paid Parental Leave	Alecia Prins	612.673.5460
Payroll Processes	Katie Karow	612.673.2694

BUDGETARY LEAVE

Description: Upon request by an employee and when authorized by the Department Head (or designee), leaves of absence without pay for up to ninety calendar days may be granted each year for the purpose of reducing the department's operating budget. Budgetary Leave should not be granted when other leaves are more applicable or appropriate.

Granted under: [Civil Service Commission Rule 14.05 Budgetary Leave](#) and [Labor Agreements](#)

Maximum Amount of Leave: Ninety (90) Calendar Days per year (City). (Note: The [AFSCME #9 Labor Agreement](#) allows up to 12 continuous months of Budgetary Leave. For more information see Section 13.03 - Leaves of Absence Governed by this Agreement Subd. 7.1 Budgetary Leave – Continuous Leave.)

If department approves, can leave time be taken intermittently? Yes

Pay Status during Leave: Unpaid

Eligibility Requirements or Limitations:

1. All Regular (Permanent) employees, including probationary employees are eligible to request Budgetary Leave.
2. City Departments are prohibited from replacing the employee while on Budgetary Leave.
3. Budgetary leave is strictly voluntary.
4. The department is not obligated to grant Budgetary Leave.
5. Based on department needs and scheduling requirements, employees and managers/supervisors will mutually determine the amount of reduced work time to be arranged.
6. Once approved, the Budgetary Leave can ONLY be modified with agreement from the employee AND the department.
7. Employees should check their [Labor Agreement](#) if they have contract-related questions regarding Budgetary Leave.

Insurance Benefits during Leave:

Employee pays only that portion that he or she would have withheld from paycheck if working; The City continues to pay its portion of medical, dental & basic life premiums.

Are the following Benefits earned during the unpaid portion of leave?

- Seniority - Yes
- Vacation - Yes
- Sick Leave - Yes
- Holiday Leave – No (Except employees represented by [MPEA](#). See Section 13.02 – Eligibility and Pay – Subd. 1. Eligibility)
- Funeral Leave - Yes
- PERA – Yes if the employee works 50% or more of their regular work schedule (i.e. 40 hours).

Note: These benefits are available only insofar as they would be available if the person were working. For example, if an employee is not Regular (Permanent) and would not earn vacation or sick leave while working, that employee is not eligible for these benefits while on Budgetary Leave.

Requesting the Leave:

1. Employee completes [Request for Leave of Absence Form](#) and gives to immediate supervisor (or authorized department representative) for review. (*Note: Only one form is needed per year if the leave is being taken intermittently.)
2. Immediate supervisor (or authorized department representative) reviews and approves request for Budgetary Leave pending review by HR Generalist.
3. HR Generalist reviews request for leave of absence. If everything is completed correctly, the Request for Leave of Absence Form is returned to the immediate supervisor.
4. Immediate supervisor informs employee that the request for Budgetary Leave has been approved.

FORMS/DOCUMENTATION REQUIRED

When Leave Begins (Need to define roles and responsibilities):

- Immediate supervisor provides copies of signed Request for Leave of Absence Form to HR Generalist, Central Payroll, HRIS Representative, [HR Benefits](#) and Department Personnel File Representative.
- Report Budgetary Leave time on bi-weekly payroll timesheet in COMET-HR. (Action Reason Code = BGT and indicate number of hours that are Budgetary Leave)
- Central Payroll monitors the number of days taken of Budgetary Leave taken to ensure that employees do not exceed the maximum (90 days) allowed.

When Employee Returns:

- Immediate supervisor completes [Employee Job Change Form](#). The Employee Job Change Form must be completed as it used to change the employee's status in COMET-HR to Active.
- Immediate supervisor emails copies of the Employee Job Change Form to HR Generalist, Central Payroll, HRIS Representative, [HR Benefits](#), [HRTS](#) and Department Personnel File Representative.
- HRIS Representative returns employee to Active in COMET-HR.

Approvals, Authorizations and/or Signatures Required:

Employee's immediate supervisor and Department Head (or designee) must sign the Request for Leave of Absence Form.

FAMILY AND MEDICAL LEAVE

Description: The Family Medical Leave Act (FMLA) provides eligible employees with the right to request up to 12 weeks in any 12 month period for the birth of a child or placement of a child with the employee for adoption or foster care, to care for a family member with a serious health condition, for an employee's own serious health condition and when a family member is called up to or on active military service. The FMLA also provides 26 weeks of unpaid leave in a single 12-month period for an employee caring for a family member recovering from an illness or injury suffered while on active military duty. The City will also provide these leave benefits to employees who have registered domestic partners with serious health conditions.

Granted under: Federal Law (Family and Medical Leave Act of 1993)

Maximum Amount of Leave: Up to 12 weeks in a 12 month period.

Can leave time be taken intermittently?

Yes, if leave is for serious illness of the employee, or their child, parent, spouse or registered domestic partner, and if medically necessary. Leave to care for a newborn or newly placed child (a.k.a. bonding leave) will only be granted in solid blocks of time. Department heads also have the authority to approve a reduced leave schedule that immediately follows the leave taken as a solid block of time. For example, leave taken for eight weeks in full, followed by leave taken for five weeks working one day per week.

Pay Status during Leave: Unpaid

FMLA leave is unpaid. Where an eligible employee has accrued vacation, sick leave and/or compensatory time (a.k.a. comp time) the employee may elect to use accrued vacation, sick leave and/or compensatory time concurrently with FMLA leave to remain in paid status. Absences, which are paid from the employee's paid leave balance, shall be counted against the employee's FMLA leave entitlement. Time should be reported as follows:

1. FML – Family Medical Leave – Unpaid
2. FMC – Family Medical Leave – Compensatory Time (Paid)
3. FMS – Family Medical Leave – Sick (Paid)
4. FMV – Family Medical Leave – Vacation (Paid)
5. FMW – Family Medical Leave – Workers' Compensation (Unpaid in COMET-HR, may be supplemented via Workers' Compensation through COMET-Financials)

Eligibility Requirements or Limitations:

Any City of Minneapolis employee who has:

1. Been employed for at least 12 months; and
2. Worked at least 1,044 hours in the 12 month period immediately preceding the request; and
3. Not exceeded 480 FMLA hours in the 12 month period immediately preceding the request.

What Insurance Benefits are provided by the City during the leave?

For Medical, Dental insurance and Basic Life: Employee pays only that portion that they would have withheld from paycheck if working, and the City continues to pay its portion.

Are the following Benefits earned during the unpaid portion of leave?

- **Seniority** - No
- **Vacation** - No
- **Sick Leave** - No
- **Holiday Leave** - No
- **PERA** - No

FORMS/DOCUMENTATION REQUIRED

Before Leave Begins:

1. [Certification of Health Care Provider Form](#) – Form needs to be completed by the employee and the health care provider. Once completed, the Form needs to be submitted to the FMLA Coordinator.
2. If the employee is eligible, has a qualifying condition and the leave is approved, the FMLA Coordinator notifies the employee, employee's immediate supervisor, the HR Generalist and the Department Personnel File Representative that the leave has been approved.
3. FMLA Coordinator enters start date and return date of leave into COMET-HR. Employee pay Status = FML, FMC, FMS, FMV, or FMW.

When Employee Returns:

1. FMLA Coordinator sends out an FMLA Expire/Exhaust letter to employee, employee's immediate supervisor, the HR Generalist and the Department Personnel File Representative one to two weeks before the leave will expire/exhaust. FMLA Coordinator notifies Benefits if the employee's leave is going to exhaust.
2. Immediate supervisor (or employee) needs to contact the FMLA Coordinator when the employee returns to work.
3. After employee has returned to work, the FMLA Coordinator returns the employee from the leave into COMET-HR. Employee Pay Status = Active.

Approvals, Authorizations and/or Signatures:

FMLA Coordinator

Note on Family and Medical Leave

Effective January 1, 2018, FMLA will be administered by The Standard. As a result, FMLA will be requested by contacting the Standard directly. The FMLA Coordinator can be contacted with questions.

MEDICAL LEAVE FOR SELF

(Other than under Family and Medical Leave Act)

Description: Leave granted to obtain treatment for and recover from temporary illness, disability, maternity or other health condition of employee properly verified by a medical authority.

Granted under: [Civil Service Commission Rule 14.04A](#) and [Labor Agreements](#)

Maximum Amount of Leave: As needed per physician recommendation. Although a Medical Leave for Self can exceed six months, the employee's right to return to their specific position ends after six months of leave. Employees on leave in excess of six months will, at the expiration of the leave, be placed on the appropriate layoff list if no vacancies exist in their classifications. However, the department may choose to hold the position open beyond this time.

If department approves, can leave time be taken intermittently?

Yes, with medical verification from a health care professional.

Pay Status during Leave:

Medical Leave for Self is unpaid. Where an eligible employee has accrued vacation, sick leave and/or compensatory time (a.k.a. comp time) the employee may elect to use accrued vacation, sick leave and/or compensatory time concurrently with the leave to remain in paid status.

Eligibility Requirements or Limitations:

Only Regular (Permanent) classified and appointed employees (those who have passed probation) are eligible. Physician verification of need for leave submitted on appropriate Form ("Sick Leave Form") is required.

What Insurance Benefits are provided by the City during the leave?

Employee pays full premiums (employee and City portions) during the unpaid portion of leave. If the employee remains in paid status, the employee only pays that portion that they would have withheld from paycheck if they were working. The City continues to pay its portion.

Are the following Benefits earned during the unpaid portion of leave?

- **Seniority** - No
- **Vacation** - No
- **Sick Leave** - No
- **Holiday Leave** - No
- **Funeral Leave** - No
- **PERA** - No

Requesting the Leave:

1. Employee completes [Request for Leave of Absence Form](#) and gives to immediate supervisor (or authorized department representative) for review.
2. Immediate supervisor provides [Employee Request for Sick Leave Form](#) to employee requesting that the Form be completed by the employees and their authorized health care provider.
3. Upon receipt of the Employee Request for Sick Leave Form , the immediate supervisor (or authorized department representative) reviews and approves request for Medical Leave for Self, pending review by HR Generalist.
4. HR Generalist reviews request for leave of absence. If everything is completed correctly, the Request for Leave of Absence Form is returned to the immediate supervisor.
5. Immediate supervisor informs employee that the request for Medical Leave for Self has been approved.

FORMS/DOCUMENTATION REQUIRED

When Leave Begins:

1. Immediate supervisor provides copies of signed Request for Leave of Absence Form to HR Generalist, Central Payroll, HRIS Representative, HR Benefits and Department Personnel File Representative. If the Request of Leave Absence Form or the [Employee Request for Sick Leave Form](#) contains any medical information, this information should be filed in the employee's Department Personnel File Representative by the Department Personnel File Representative. Medical information should not be stored in the Employee's Department Personnel File or any other unsecured file location.
2. HRIS Representative changes status in COMET-HR to MED.

When Employee Returns:

1. Immediate supervisor completes Employee Job Change Form. The Employee Job Change Form must be completed as it used to change the employee's status in COMET-HR to Active.
2. Immediate supervisor emails copies of the Employee Job Change to HR Generalist, Central Payroll, HRIS Representative, HR Benefits and Department Personnel File Representative.
3. HRIS Representative changes status in COMET-HR to Active.

Employee Job Change Form:

Completed to return the employee to active status in COMET-HR. Any time an employee changes from an unpaid to a paid status (or vice versa), an [Employee Job Change Form](#) needs to be completed.

Approvals, Authorizations and/or Signatures Required:

Employee's immediate supervisor and Department Head (or designee).

PREGNANCY AND PARENTING LEAVE

(Other than Family and Medical Leave (FMLA) or Paid Parental Leave)

Description: Leave granted to employee following the natural birth or adoption of a child and any pregnancy related leave.

Granted under: [State Law](#) (Minnesota Statute 181.941), [Civil Service Commission Rule 14.03 F](#) and [Labor Agreements](#).

Maximum Amount of Leave:

For birth or adoption: Twelve (120 consecutive weeks (leave must be taken within 12 months of the birth or adoption of child).

If department approves, can leave time be taken intermittently? For birth or adoption - No

Pay Status during Leave: Unpaid unless employee uses accumulated leave.

Parents may use accumulated leave including vacation, sick leave, or compensatory time for the birth or adoption. However, the use of paid leave does not increase the maximum allowable duration of the leave.

Eligibility Requirements or Limitations:

Any City of Minneapolis employee who has:

1. Been employed for at least 12 months and
2. Worked at least half time during the past 12 months.

Insurance Benefits during Leave: If paid leave is used, same as if working. If unpaid leave, employee pays full premiums (employee and City portions).

Are the following Benefits earned during the unpaid portion of leave?

- **Seniority** - No
- **Vacation** - No
- **Sick Leave** - No
- **Holiday Leave** - No
- **PERA** - No

FORMS/DOCUMENTATION REQUIRED

When Leave Begins:

1. **[Certification of Health Care Provider Form](#):** Form needs to be completed by the employee and the health care provider. Once completed, the form needs to be submitted to the FMLA Coordinator.
2. If the employee is eligible and the leave is approved, the FMLA Coordinator notifies the employee, employee's supervisor, the HR Generalist and the Department Personnel File Representative that the leave has been approved.
3. FMLA Coordinator enters start date and return date of leave into COMET-HR. Employee Pay Status = PPL, PPC, PPS, or PPV.

When Employee Returns:

1. FMLA Coordinator sends out the PPL Expire/Exhaust letter to the employee, employee's immediate supervisor, the HR Generalist and the Department Personnel File Representative one to two weeks before the leave will expire/exhaust.
2. Immediate supervisor (or employee) must contact FMLA Coordinator when employee returns to work.
3. After employee has returned to work, the FMLA Coordinator returns the employee from the leave in COMET-HR. Employee Pay Status = Active.

Approvals, Authorizations and/or Signatures Required:

FMLA Coordinator

MILITARY LEAVE

Description: Pursuant to Minnesota State Law, employees are eligible to Paid or Unpaid leave to serve in the armed forces of the United States. Employers must provide paid leave up to 15 days of military service in a calendar year for qualified periods of military leave. The 15 day pay requirement applies to temporary and regular employees. Employers must provide unpaid leave after the initial 15 days to engage in military service, plus travel time. Employers must give employees the option to use accrued vacation or similar paid leave during the period of military service. In addition, after an employee uses all of his or her paid military leave, an employee can elect to use accrued paid leave. However, a city cannot require an employee on military leave to use accrued paid leave.

Granted under: State Law ([Civil Service Commission Rule 14.03A](#) pursuant to State Law)

Maximum Amount of Leave:

1. Fifteen (15) work days per calendar year paid; unlimited unpaid as long as employee is serving in the Armed Forces of the United States.
2. Right to return to City employment continues until 90 days after end of military service.

If department approves, can leave time be taken intermittently? Yes

Pay Status during Leave:

1. **Paid (MIL)** – Fifteen (15) work days per year.
2. **Unpaid (MIT)** – More than 15 work days per year. (Note: Should only be used intermittently after the 15 paid MIL days per calendar year have been exhausted. It should not be used when the employee is being deployed for more than one pay cycle. In those cases, the HRIS Representative will enter an Unpaid Military Leave in the Job Data panel with an expected end date.)

Eligibility Requirements or Limitations:

1. Serving in the Armed Forces of the United States or the National Guard or Reserve.
2. Employers must provide continuation of insurance coverage under employer-sponsored health plans.

1. **Insurance Benefits during Leave: Paid (MIL)** – Fifteen (15) work days per year. Benefits are provided as if the employee was working.
2. **Unpaid (MIT)** – More than 15 work days per year. Employee pays full premiums (employee and City portions).

For periods of military service of less than 31 days, an employer can only require the employee to pay the employee's share for health insurance premiums. When on active military duty for over 31 days, employees and their dependents typically receive health insurance (Tri-Care) through the military. In the event you have employees eligible for Family Medical Leave Law protection, be aware that when you continue to provide the employer contribution toward medical insurance benefits for the 12-weeks of Family Medical Leave, you will also need to provide that same 12-week employer insurance contribution for an employee on military leave.

For those on extended military leave, continuation of benefits may be an issue. Some employees may elect to remain on the City's health care plan. Under USERRA, an employee must be offered continuation options in accordance with state and federal laws. The City sends every employee who is on an extended leave a COBRA continuation notice. An employee may elect to continue coverage at his or her own expense for up to 24 months. While it is rare that an employee on military leave would choose to pay for such coverage, the City must still provide the required notices of an employee's continuation rights under COBRA, [Minnesota State Law \(Chapter 192 et. seq.\)](#) and USERRA.

When the employee returns to work they are re-enrolled in the City's plan as though the leave has not occurred (thus, the returning employee's insurance coverage is restored without any waiting periods nor exclusions for pre-existing conditions). Typically all benefits are reinstated the first of the month following their return to work.

Are the following Benefits earned during the unpaid portion of leave?

- **Seniority** - Yes
- **Vacation** - Yes
- **Sick Leave** - Yes
- **Holiday Leave** - No (except if during Paid Military Leave)
- **Funeral Leave** - No (except if during Paid Military Leave)
- **PERA** Yes (If an employee goes on a military leave and returns to public service upon discharge, the employee may purchase credit for any or all of their leave, up to a maximum of five years. To obtain credit, an employee must make their employee contribution. The employee contribution will be based on the average of the last 12 months of salary before the leave. Full payment must be made within three times the length of the leave or five years, whichever is shorter. Employees have a minimum repayment period of one year. Employer contributions and any interest due are the obligation of the City reemploying you when you return from military service. Source: PERA Website)

FORMS/DOCUMENTATION REQUIRED:

When Leave Begins:

1. **If 15 work days or less for the calendar year**, time is paid, report time appropriately in COMET-HR as MIL.
2. **If more than 15 work days for the calendar year**, after the 15 paid days of military leave are exhausted, submit the following when the military leave begins:
 - a. **Request for Leave of Absence Form** to the HR Generalist, HR Benefits, HRTS, Central Payroll, HRIS Representative and Department Personnel File Representative.
 - b. **Military Orders or other documentation** proving need for leave to serve in military, and HR Generalist instructs HRIS Representative to change status in COMET-HR to MIT.

When Employee Returns:

1. Immediate supervisor completes Employee Job Change Form.
2. Immediate supervisor emails copies of the Employee Job Change Form to HR Generalist, Central Payroll, HRIS Representative, HR Benefits, HRTS and Department Personnel File Representative.
3. HRIS Representative returns employee to Active in COMET-HR.

Approval, Authorization and/or signatures required:

Employee's immediate supervisor and Department Head (or designee).

LEAVE TO SERVE IN AN ELECTED, APPOINTED, UNION OR OTHER POSITION

Description: Unpaid leave from classified service which is granted to an employee to serve in an elected or appointed position, or to serve temporarily in a position with another employer where such employment is in the best interests of the City.

Granted under: [Civil Service Commission Rule 14.03B](#), [Labor Agreements](#) and/or [Minnesota State Law \(Chapter 3.088\)](#)

Maximum Amount of Leave: Length of term for an elected official or term of appointment for appointed position.

Note: Refer to appropriate CSC Rule(s) or Labor Agreements to determine employee's right to return to previous position.

If department approves, can leave time be taken intermittently? No

Pay Status during Leave: Unpaid

Eligibility Requirements or Limitations:

1. Only Regular (Permanent) classified employees (those who have passed probation) are eligible.
2. Serving in one of the following positions:
 - a. Appointive, unclassified City job
 - b. Minnesota State Legislator
 - c. Full-time elective officer in a City or County of Minnesota
 - d. Elective or Appointive position in a labor organization whose jurisdiction covers City employees
 - e. To serve temporarily in a position with another employer where such employment is in the best interests of the City.

Insurance Benefits during Leave:

1. If a **non-City position**, employee pays full premiums (employee and City portions);
2. If a **City position**, benefits administered as for other active employees similarly situated.

Are the following Benefits earned during the leave?

Seniority, vacation, sick leave, holiday leave, funeral leave, etc. under Civil Service Rules generally are not granted, except insofar as the person is serving in a non-classified City job, the employee would be eligible for benefits as established for their new position and/or employment status.

Requesting the Leave:

1. Employee completes [Request for Leave of Absence Form](#) and gives to immediate supervisor (or authorized department representative) for review.
2. Immediate supervisor (or authorized department representative) reviews and approves request for the leave pending review by HR Generalist.
3. HR Generalist reviews request for leave of absence. If everything is completed correctly, the [Request for Leave of Absence Form](#) is returned to the immediate supervisor.
4. Immediate supervisor informs employee that the request for leave has been approved.

FORMS/DOCUMENTATION REQUIRED

When Leave Begins:

1. Immediate supervisor provides copies of signed Request for Leave of Absence Form to HR Generalist, Central Payroll, HRIS Representative, [HR Benefits](#) and Department Personnel File Representative.
2. HRIS Representative changes status in COMET-HR to NEA.

When Employee Returns:

1. Immediate supervisor completes Employee Job Change Form.
2. Immediate supervisor emails copies of the Employee Job Change to HR Generalist, Central Payroll, HRIS Representative, HR Benefits and Department Personnel File Representative.
3. HRIS Representative changes status in COMET-HR to Active.

Approvals, Authorizations and/or Signatures Required:

Employee's Immediate Supervisor and Department Head (or designee)

LEAVE TO BECOME A CANDIDATE FOR PUBLIC OFFICE

Description: A classified employee who is a candidate in a general election for public office may be granted a leave of absence by their department head without pay prior to the general election.

Granted under: [Civil Service Commission Rule 14.04E](#) and [Labor Agreements](#)

Maximum Amount of Leave: Not to exceed one year. Employees on leave in excess of six months will, at the expiration of the leave, be placed on the appropriate layoff list if no vacancies exist in their classifications. Employees on leaves of less than six months will, at the expiration of the leaves, return to their departments to positions in their classification.

If department approves, can leave time be taken intermittently? No

Pay Status during Leave: Unpaid. However, upon department approval, the employee may be allowed to use accumulated vacation and/or compensatory time.

Eligibility Requirements or Limitations:

1. Candidate in a general election for public office
2. Permanent, certified, classified employees

Insurance Benefits during Leave:

1. If leave is unpaid, employee pays full premiums (employee and City portions).
2. If employee has received approval to use accumulated vacation or compensatory time, benefits are paid as if working.

Are the following Benefits earned during the unpaid portion of leave?

- **Seniority** - No
- **Vacation** - No
- **Sick Leave** - No
- **Holiday Leave** - No
- **Funeral Leave** - No
- **PERA** - No

FORMS/DOCUMENTATION REQUIRED

When Leave Begins:

1. **Request for Leave of Absence Form** submitted to the HR Department.
2. **Copy of Leave of Absence Form** to Central Payroll to change status in COMET-HR to CAN (if on unpaid leave).

When Employee Returns:

1. Immediate supervisor completes Employee Job Change Form.
2. Immediate supervisor emails copies of the Employee Job Change to HR Generalist, Central Payroll, HRIS Representative, HR Benefits and Department Personnel File Representative.
3. HRIS Representative changes status in COMET-HR to Active.

Approvals, Authorizations and/or Signatures Required:

Employee's immediate supervisor and Department Head (or designee)

EDUCATIONAL LEAVE

Description: Unpaid leave granted to employee upon department approval to pursue educational opportunities that benefit the employee in seeking advancement opportunities in the City or to perform their job duties more effectively.

Granted under: [Civil Service Commission Rule 14.04C](#) and [Labor Agreements](#)

Maximum Amount of Leave: Employees on leave in excess of six months will, at the expiration of the leave, be placed on the appropriate layoff list if no vacancies exist in their classifications. Employees on leaves of less than six months will, at the expiration of the leaves, return to their departments to positions in their classification.

If department approves, can leave time be taken intermittently? No

Pay Status during Leave: Unpaid

Eligibility Requirements or Limitations:

Only Permanent classified employees (those who have passed probation) are eligible.

Insurance Benefits during Leave: Employee pays full premiums (employee and City portions).

Are the following Benefits earned during the leave?

- **Seniority** - No
- **Vacation** - No
- **Sick Leave** - No
- **Holiday Leave** - No
- **Funeral Leave** - No
- **PERA** - No

Requesting the Leave:

1. Employee completes [Request for Leave of Absence Form](#) and gives to immediate supervisor (or authorized department representative) for review.
2. Immediate supervisor (or authorized department representative) reviews and approves request for the Educational Leave pending review by HR Generalist.
3. HR Generalist reviews request for leave of absence. If everything is completed correctly, the Request for Leave of Absence Form is returned to the immediate supervisor.
4. Immediate supervisor informs employee that the request for leave has been approved.

FORMS/DOCUMENTATION REQUIRED

When Leave Begins:

1. Immediate supervisor provides copies of signed Request for Leave of Absence Form to HR Generalist, Central Payroll, HRIS Representative, HR Benefits and Department Personnel File Representative.
2. HRIS Representative changes status in COMET-HR to EDU.

When Employee Returns:

1. Immediate supervisor completes Employee Job Change Form.
2. Immediate supervisor emails copies of the Employee Job Change to HR Generalist, Central Payroll, HRIS Representative, HR Benefits and Department Personnel File Representative.
3. HRIS Representative changes status in COMET-HR to Active.

Approvals, Authorizations and/or Signatures Required:

- Employee's immediate supervisor and Department Head (or designee)

OLYMPIC COMPETITION LEAVE

Description: Under Minnesota State Law, a City employee is entitled to paid leave to participate as a qualified member of the United States Olympic Team for an athletic competition in a sport sanctioned by the International Olympic Committee, for the official training camp and competition combined, or 90 calendar days a year, whichever is less.

Granted under: State Law, [Civil Service Commission Rule 15.1F](#) and [Labor Agreements](#)

Maximum Amount of Leave: Up to 90 calendar days per year

If department approves, can leave time be taken intermittently? No

Pay Status during Leave: Paid

Eligibility Requirements or Limitations:

1. Only Permanent classified employees (those who have passed probation) are eligible.
2. Qualified member of the United States Olympic Team for an athletic competition in a sport sanctioned by the International Olympic Committee who is a team member participating in the official training camp and competition.

Insurance Benefits during Leave: Benefits continue as if working while in paid status.

Are the following Benefits earned during the leave?

- **Seniority** - Yes
- **Vacation** - Yes
- **Sick Leave** - Yes
- **Holiday Leave** - Yes
- **Funeral Leave** - Yes
- **PERA** - Yes

Requesting the Leave:

1. Employee completes [Request for Leave of Absence Form](#) and gives to immediate supervisor (or authorized department representative) for review.
2. Immediate supervisor (or authorized department representative) reviews request for the Educational Leave pending review by HR Generalist.
3. HR Generalist reviews request for leave of absence. If everything is completed correctly, the Request for Leave of Absence Form is returned to the immediate supervisor.
4. Immediate supervisor informs employee that the request for Olympic Competition Leave has been granted.

FORMS/DOCUMENTATION REQUIRED

When Leave Begins:

1. Immediate supervisor provides copies of signed Request for Leave of Absence Form to HR Generalist, Central Payroll, HRIS Representative, HR Benefits and Department Personnel File Representative.
2. HRIS Representative changes status in COMET-HR to OTH (?).

When Employee Returns:

1. Immediate supervisor completes [Employee Job Change](#) Form.
2. Immediate supervisor emails copies of the Employee Job Change to HR Generalist, Central Payroll, HRIS Representative, HR Benefits and Department Personnel File Representative.
3. HRIS Representative changes status in COMET-HR to Active.

Approvals, Authorizations and/or Signatures Required:

Employee's Immediate Supervisor and Department Head (or designee)

PERSONAL LEAVE

Description: Unpaid leave granted to employee upon department approval for personal convenience when reasons are other than those that qualify for other available leaves.

Granted under: [Civil Service Commission Rule14.04E](#) and [Labor Agreements](#)

Maximum Amount of Leave: One (1) year

Employee's right to return to his or her position ends after the first six months of leave; however, the department may choose to hold the position open longer.

If department approves, can leave time be taken intermittently? No

Pay Status during Leave: Unpaid

Eligibility Requirements or Limitations:

Only **Regular** (Permanent) classified employees (those who have passed probation) are eligible. Employees are **prohibited** from taking personal leave to work for another employer.

Insurance Benefits during Leave: Employee pays full premiums (employee and City portions).

Are the following Benefits earned during the unpaid portion of leave?

- **Seniority** - No
- **Vacation** No
- **Sick Leave** - No
- **Holiday Leave** - No
- **Funeral Leave** - No
- **PERA** - No

Requesting the Leave:

1. Employee completes [Request for Leave of Absence Form](#) and gives to immediate supervisor (or authorized department representative) for review.
2. Immediate supervisor (or authorized department representative) reviews and approves request for the Educational Leave pending review by HR Generalist.
3. HR Generalist reviews request for leave of absence. If everything is completed correctly, the Request for Leave of Absence Form is returned to the immediate supervisor.
4. Immediate supervisor informs employee that the request for Personal Leave has been approved.

FORMS/DOCUMENTATION REQUIRED

When Leave Begins:

1. Immediate supervisor provides copies of signed Request for Leave of Absence Form to HR Generalist, Central Payroll, HRIS Representative, HR Benefits and Department Personnel File Representative.
2. HRIS Representative changes status in COMET-HR to PER.

When Employee Returns:

1. Immediate supervisor completes Employee Job Change Form.
2. Immediate supervisor emails copies of the Employee Job Change to HR Generalist, Central Payroll, HRIS Representative, HR Benefits and Department Personnel File Representative.
3. HRIS Representative changes status in COMET-HR to Active.

Approvals, Authorizations and/or Signatures Required:

- Employee's immediate supervisor and Department Head (or designee)

FUNERAL (BEREAVEMENT) LEAVE

Description: Classified City employees, both probationary and permanent, are eligible under Civil Service Commission Rules and Labor Agreements for **up to three (3) working days of leave with pay** to attend the funeral of designated family members as defined below. The number of days may vary within individual Labor Agreements.

Granted under: [Civil Service Commission Rule 15.01A](#) and [Labor Agreements](#)

Maximum Amount of Leave: Three (3) working days

If department approves, can leave time be taken intermittently?

Under Civil Service Commission Rule 15.01A, the leave may be used intermittently provided the intermittent use is approved in advance by the employee's supervisor and is exhausted within five working days from the date the employee first used Bereavement Leave. Additional time off without pay may be granted as may reasonably be required under individual demonstrated circumstances. The employee may elect to concurrently use accrued vacation, sick leave and/or compensatory time to remain in paid status.

Pay Status during Leave: Paid or unpaid

Eligibility Requirements or Limitations:

1. Classified employees (either probationary or Regular (Permanent)).
2. Under Civil Service Rules 15.01A, Funeral Leave is available to attend the funeral of a Family Member. Under Civil Service Rule 18 a Family Member is defined as the employee's child as defined in Minnesota Statutes §181.940, subd. 4, stepchild, adopted child, foster child, adult child, spouse, sibling, parent, step-parent, mother-in-law, father-in-law, grandchild, grandparent, guardian, ward or members of the employee's household and registered domestic partner as defined in Minneapolis Code of Ordinances Chapter 142. For purposes of entitlement to Bereavement Leave, Family Member also includes Stepbrother, Stepsister, Brother-in-law, Sister-in-law, Son-in-law and Daughter-in-law. Definitions of immediate family and number of days of paid leave allowed may vary with Labor Agreements.

Insurance Benefits during Leave: Same benefits as if employee were working.

Time Benefits earned during Leave: Same benefits as if employee were working.

FORMS/DOCUMENTATION REQUIRED

When Leave Begins:

1. Employee reports their time in COMET HR as BRV.
2. Immediate supervisor reviews reported time in COMET.

A Leave Of Absence Form is NOT required for a Funeral Leave.

When Employee Returns:

No action is needed in COMET-HR as the employee remained in Active status while out on Funeral Leave.

Approvals, authorizations and/or Signatures Required:

Employee's immediate supervisor

PAID PARENTAL LEAVE

Description: The City may provide up to three weeks (120 hours) of Paid Parental Leave to eligible employees following the birth, placement for adoption or adoption of a child. The Paid Parental Leave will run concurrently with any other leaves available under existing federal and state laws. The Paid Parental Leave must be requested, approved and used within 6 months of the qualifying event or the opportunity to request and/or use the leave will be forfeited.

Granted under: [City of Minneapolis Paid Parental Leave Policy](#)

Maximum Amount of Leave: Three (3) continuous weeks up to 120 hours (163.8 hours for Fire employees working 24 hour shifts).

If department approves, can leave time be taken intermittently? No. Paid Parental Leave must be used in a solid block of time and the leave must be used within six months of the qualifying event.

Pay Status during Leave: Paid

Eligibility Requirements or Limitations:

1. Be the biological parents, an adoptive parent or the spouse of a biological or adoptive parent. For the purposes of this policy, "registered domestic partners" are considered spouses.
2. Be eligible to accrue sick leave.
3. Have no disciplinary action in the previous two years for the misuse of sick leave.

Insurance Benefits during Leave:

Same benefits as if employee were working.

Time Benefits earned during Leave:

Same benefits as if employee were working.

FORMS/DOCUMENTATION REQUIRED

When Leave Begins:

1. Contact The Standard at 844.573.0232 and they will mail a packet of information that explains the process.
2. Proof of Birth will be due to The Standard after your baby is born.
3. If the employee is eligible for Paid Parental Leave, The Standard notifies the employee, employee's immediate supervisor, the HR Generalist, and the Department Personnel File Representative that the leave has been approved.
4. FMLA Coordinator enters start date and return date of leave into COMET-HR. Employee pay status = PRF (if FMLA eligible) and PRL (if not FMLA eligible). For Fire employees working 24 hour shifts only: PRG (if FMLA eligible) and PRM (if not FMLA eligible).

When Employee Returns:

1. If the employee is on FMLA and Paid Parental Leave, The Standard sends out the FMLA Expire/Exhaust letter to the employee, employee's immediate supervisor, the HR Generalist and the Department Personnel File Representative one to two weeks before the leave will expire/exhaust.
2. Immediate supervisor (or employee) needs to contact The Standard when employee returns to work. After employee has returned to work, the FMLA Coordinator returns the employee from the leave in COMET-HR. Employee Pay Status = Active.

Approvals, authorizations and/or Signatures Required:

- Employee's immediate supervisor or Department Head (or designee)
- FMLA Coordinator

OTHER LEAVES OF ABSENCE

The following information is based on Minnesota State Statutes and Civil Service Commission Rules [14](#), [15](#) and [16](#). Please refer to applicable Labor Agreements if the employee's position is represented by a Union.

Blood Donation Leave

The City may grant paid leave from work to an employee to allow the employee to donate blood. For more information, see [Minnesota State Law \(§181.9458\)](#). A Leave of Absence Form is NOT required for this type of leave.

Bone Marrow Donor Leave

Under [Minnesota State Law \(§181.945\)](#), a qualified City employee, either probationary or permanent, who seeks to undergo a medical procedure to donate bone marrow is entitled to up to 40 hours of paid leave for this purpose. Medical Verification ("[Employee Request for Sick Leave Form](#)") is REQUIRED for this leave. A Leave of Absence Form is required when taking this type of leave.

Investigatory Leave

A department head may place an employee who is the subject of a misconduct investigation on an investigatory leave with pay ([See Civil Service Commission Rule 15.01H](#)). A Leave of Absence Form is NOT required for this type of leave.

Jury Duty

An employee in the classified service, whether probationary or permanent, who serves as a juror will be granted leave with pay while serving on jury duty. Employee must refund to the City any fees received for serving as a juror in order to be eligible for this paid leave. A Leave of Absence Form is NOT required for this type of leave.

Organ Donor Leave

[Under Minnesota State Law \(§181.945\)](#), the City must grant paid leaves of absence to an employee who seeks to undergo a medical procedure to donate an organ or partial organ to another person. The combined length of the leaves shall be determined by the employee, but may not exceed 40 work hours for each donation, unless agreed to by the City. The City may require verification by a physician of the purpose and length of each leave requested by the employee for organ donation. If there is a medical determination that the employee does not qualify as an organ donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited. A Leave of Absence Form is required for this type of leave.

Religious Holiday Leave

Employees may observe religious holidays on days which do not fall on Sunday or on a holiday observed by the City. Such days shall be taken off without pay unless:

1. The employee has accumulated vacation benefits available in which case the employee shall be required to take such days off as vacation or without pay, or
2. The employee obtains supervisory approval to work an equivalent number of days at some other time during the fiscal year ([Civil Service Commission Rule 15.01B](#)).

A Leave of Absence Form is NOT required for this type of leave.

Safety Leave

An employee may use accrued sick leave for safety leave for such reasonable periods of time as may be necessary, in accordance with [Minnesota Statute §181.9413](#) and [Civil Service Commission Rule 16.02C](#). A Leave of Absence Form is NOT required for this type of leave.

School Conference and Activities Leave

Employees, upon reasonable notice, must be granted up to sixteen hours of leave during a twelve-month period to attend conferences or activities to include child care, nursery schools, daycare and extended school day programs of their child(ren) that cannot be scheduled during non-work hours. The employee has the right to substitute vacation or compensatory time for this purpose ([Civil Service Commission Rule 14.03D](#)). A Leave of Absence Form is NOT required for this type of leave.

Voting Leave

Pursuant to [Minnesota State Law](#), an employee is entitled to leave without loss of pay to vote. An employee claiming leave for voting who does not cast a ballot or utilizes the time off for an unauthorized purpose may be subject to disciplinary action. A Leave of Absence Form is NOT required for this type of leave.

Crime Victims Leave

Pursuant to [Minnesota State Law](#), an employer must allow a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, reasonable time off from work to attend criminal proceedings related to the victim's case. In addition, an employer must allow a victim of a violent crime, as well as the victim's spouse or immediate family members, reasonable time off from work to attend criminal proceedings related to the victim's case. A Leave of Absence Form is NOT required for this type of leave.

Military Family Leave

An employer must grant up to ten working days of a leave of absence without pay to an employee whose immediate family member, as a member of the United States armed forces, has been injured or killed while engaged in active service. An employee must give as much notice to the City as practicable of the employee's intent to exercise the leave guaranteed by [Minnesota State Law \(§181.947\)](#). A Leave of Absence Form is NOT required for this type of leave unless the leave is FMLA qualifying.

Military Family Ceremonies Leave

Unless the leave would unduly disrupt the operations of the employer, an employee is entitled to a leave of absence without pay when an immediate family member, as a member of the United States armed forces, has been ordered into active service in support of a war or other national emergency. The employer may limit the amount of leave provided under Minnesota State Law to the actual time necessary for the employee to attend a send-off or homecoming ceremony for the mobilized service member, not to exceed one day's duration in any calendar year. A Leave of Absence Form is NOT required for this type of leave unless the leave is FMLA qualifying.

Note on Paid Parental Leave and State Sponsored Leaves

Effective January 1, 2018, Paid Parental Leave and State Sponsored Leaves will be administered by The Standard. As a result, these leaves will be requested by contacting the Standard directly. The FMLA Coordinator can be contacted with questions.

Resources

Roles and Responsibilities Matrix

Role	Responsibility
City Employees	<ul style="list-style-type: none"> • Requests an applicable leave of absence in a timely manner.
Immediate Supervisor	<ul style="list-style-type: none"> • Where applicable reviews and approves employee requests for leaves of absence. • Grants leaves of absence when required by Federal or State Law. • Ensures that the status of employees are current and accurate in COMET-HR.
Department Heads (or designee)	<ul style="list-style-type: none"> • Understands and performs responsibilities as it pertains to managing current employees. This includes responsibilities pertaining granting various Leaves of Absence that are available to employees. • Where applicable reviews and approves employee requests for leaves of absence. • Ensures that leaves are granted to employees when required by Federal or State Law.
Chief HR Officer	<ul style="list-style-type: none"> • Develops and maintains Leave of Absence related procedures. • Ensures HR Staff are carrying out their responsibilities. • Ensures that the City is granting Leaves of Absence when required or appropriate. • Determines appropriate means of communicating various Leaves of Absence policies and procedures to all employees.
HR Generalist Team	<ul style="list-style-type: none"> • Advises and consults with City employees and supervisors on the types of leaves available.
HR Benefits	<ul style="list-style-type: none"> • Manages process for employee benefit payments during leave. • Communicates process for benefit payments to employees. • Serves as a consultant to HR Generalists concerning the state of benefits while an employee is on a leave. • Ensures consistency between City departments in the administration of applicable policy and procedures concerning benefits administration.
HR Technology Solutions	<ul style="list-style-type: none"> • Where applicable updates employee benefits. (i.e. temporarily suspends coverage, reinstates coverage, and calculates back charges per actions entered in COMET-HR system.)
HR FMLA Coordinator	<ul style="list-style-type: none"> • Serves as consultant to HR Generalists, managers and supervisors on applicable Leave of Absence policies and procedures. • Provides education to managers and supervisors on applicable policies and procedures. • Ensures consistency between City departments in the administration of applicable policy and procedures.
Finance and Property Services – Central Payroll	<ul style="list-style-type: none"> • Pays employees based on Labor Agreements, laws and policies in effect at time of payment. • Calculate final paycheck after receipt of signed Separation Form from HR. This includes when notified that an employee has requested their final paycheck. • Tracks when 15 paid days of military leave are used in each calendar year. • Notifies HRIS Representative when discrepancies are found that impact payment to employee.
HRIS Representative	<ul style="list-style-type: none"> • Updates COMET-HR system with appropriate Action and Action Reason for employees going on a Leave of Absence and Returning from Leaves as directed.
Department Personnel File Representative	<ul style="list-style-type: none"> • Files record in employee Department Personnel Files in accordance with City of Minneapolis Records Retention protocol. • Files all employee medical records in the employee’s Department Medical File. • Ensures all personnel and medical records are secure in accordance with federal and state laws.

Request for Hours or Date Adjustments

Completed by department HRIS Representative to request an adjustment in an employee's COMET-HR dates or hours for a variety of reasons. Most commonly used for adjustments due to **unpaid leaves of absence in excess of one payroll period**, or special agreements. These adjustments are entered into COMET-HR by HR/HRTS Records Division staff after verification has been made.

Changes to the following may be requested:

- Hire Date
- Rehire Date
- Termination Date
- Company Seniority Date
- Service Date (Benefits Date)
- Longevity Date (for longevity pay)
- Leave Accrual Date (for vacation accrual rate)
- Sick Leave Usage or Balance
- Vacation Leave Usage or Balance
- Compensatory Time Usage or Balance

The person filling out the Form needs to complete the following fields:

- Employee ID
- Employee Name
- Submitted By (Name, Phone & Date)
- Approved By (Name, Signature & Date) and
- Only those other items that need to be changed.

Action Reason Description Codes for COMET-HR:

Action	Action Description	Reason	Reason Description
PLA	Paid Leave of Absence	ADM	Administrative Leave with Pay
PLA	Paid Leave of Absence	BGT	Budgetary
PLA	Paid Leave of Absence	FML	Family and Medical Leave Act
PLA	Paid Leave of Absence	INV	Investigatory Leave with Pay
PLA	Paid Leave of Absence	MED	Medical Leave
PLA	Paid Leave of Absence	MIL	Military Leave Annual 15 day
PLA	Paid Leave of Absence	PRL	Paid Parental Leave
PLA	Paid Leave of Absence	PAR	Parental Leave
PLA	Paid Leave of Absence	PPL	Pregnancy and Parental Leave
PLA	Paid Leave of Absence	TPV	Term/Layoff Pend Vet Appeal
PLA	Paid Leave of Absence	WC1	Workers Comp with Benefits
LOA	Unpaid Leave of Absence	ADM	Administrative Unpaid Leave
LOA	Unpaid Leave of Absence	CFC	Canadian Forces
LOA	Unpaid Leave of Absence	CAN	Candidate for Public Office
LOA	Unpaid Leave of Absence	EDU	Educational Leave
LOA	Unpaid Leave of Absence	NEA	Elect, Appoint or Non City Posn
LOA	Unpaid Leave of Absence	FML	FMLA Unpaid
LOA	Unpaid Leave of Absence	MED	Medical Leave
LOA	Unpaid Leave of Absence	MIL	Military Service
LOA	Unpaid Leave of Absence	PAR	Parental Leave
LOA	Unpaid Leave of Absence	PER	Personal Leave
LOA	Unpaid Leave of Absence	PPL	Pregnancy/Parental Lv Unpaid
LOA	Unpaid Leave of Absence	UNL	Union Position Leave
LOA	Unpaid Leave of Absence	WC2	Workers Comp without Benefits