



Policy: 2020003

Date in Effect: 01/01/2020

Latest Revision: 01/01/2020

DISCRETIONARY TIME OFF POLICY

The Mayor or his/her designee may authorize additional discretionary time off to reward employees for superior accomplishment that significantly contributes to the City's mission, goals and/or objections or based upon extenuating or extraordinary circumstances. The decision to award Discretionary Time Off will be made at the Mayor's or his/her designee's sole discretion. If an award of Discretionary Time Off is approved, documentation of the award will be placed in the employee's personnel file.

Discretionary Time Off Awards:

- Each calendar year, Discretionary Time Off awards cannot exceed forty (40) hours for full-time employees, or the average number of hours worked in one workweek for part-time employees.
- Discretionary time off must be used within the immediate twelve (12) month period or will be forfeited.
- Any unused Discretionary Time Off will not be paid out at the time of an employee's separation of employment.
- Discretionary Time Off has no cash value and will not be converted to cash under any circumstances.
- Employees must use the City's regular procedures to request to use an award of Discretionary Time Off.

Director of Law Review

Human Resources Director

Mayor



