

Town Manager's Leave

Number: F-4

Revision:

Effective Date: 07/01/2017

1.0 POLICY

The Town of Carolina Beach may offer Town Manager's Leave, separate from other leave benefits, to help protect the financial security of employees in certain situations requiring an absence from work.

2.0 PURPOSE

The Town recognizes that circumstances may occur where an employee, through no fault of his own, must be absent for a period of time. This leave is intended to help protect the financial security of the employee, if the employee can reasonably be expected to return to work following the approved Town Manager's Leave. Town Manager's Leave is a discretionary benefit available only in very limited situations. It is not an entitlement and is awarded only if clearly warranted as outlined in this policy.

3.0 SCOPE

This policy applies to all benefit-eligible employees who have served the Town for at least three consecutive years in a benefit-eligible position. For the purpose of the limited Town Manager's Leave benefits offered under the COVID-19 Testing Policy, this policy will apply to all employees. See **COVID Testing Policy**

4.0 DEFINITIONS

- **4.1 Town Manager's Leave** - Town Manager's Leave is leave granted by the Town Manager to an employee who, through no fault of his own, has an inadequate amount of other leave benefits to cover an extended absence from work, such as due to an otherwise qualified FMLA serious health condition, **OR** for other reasons and situations deemed appropriate by the Town Manager.
- **4.2 Benefit-Eligible** - Full time employees who are eligible for coverage/participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.

5.0 ORGANIZATIONAL RULES

- 5.1 The Town Manager can grant Town Manager's Leave for situations at the Town Manager's sole discretion.
- 5.2 An employee who has served the Town for at least three consecutive years in a benefit-eligible position meets the minimum eligibility requirements for Town Manager's Leave.
- 5.3 Town Manager's Leave is available for the employee's or immediate family member's otherwise qualified FMLA serious health condition.
- 5.3 If the Town Manager's Leave is taken due to the exhaustion of FMLA, both of the following minimum requirements must be met for approval of Town Manager's Leave.
 - A. The eligible employee must have used all available sick, vacation and compensatory leave.

B. The employee's Department Director certifies, in writing, the employee's pattern of attendance is otherwise acceptable, and the employee is not on any type of disciplinary action for attendance related policy violations.

- 5.4 Town Manager's Leave may be granted in full or in incremental amounts, in increments as small as one hour or as a total requested period depending on the specific circumstances of the employee's situation.
- 5.5 Employees who have exhausted their FMLA entitlement prior to being granted Town Manager's Leave will be offered COBRA continuation for medical and dental benefits. Life insurance and other employer sponsored benefits will cease while on Town Manager's leave. Human Resources will advise employees on Town Manager's Leave of their rights and responsibilities under COBRA continuation.
- 5.5 Contingency restrictions may be included with an approval of Town Manager's Leave.
- 5.6 Once an employee returns to work the employee may resume utilizing annual leave and sick leave under the same terms and conditions as outlined elsewhere in town policy
- 5.7 Town Manager's Leave **will not** be granted for an injury, accident or illness sustained while the employee was engaged in outside employment. **See Policy on Outside Employment**.
- 5.8 Town Manager's Leave **cannot** be used for an employee disabled in the course of duty. See **Policy on Workers' Compensation** and **Policy on Worker's Compensation Absence Tracking**.

6.0 PROCEDURES

- 6.1 Regardless of the reason for the Town Manager's Leave, the employee is responsible for properly requesting Town Manager's Leave to be considered for the leave. The employee should forward a written request to the Human Resource Department as soon as it becomes apparent that the employee will be in need of this type of leave, usually upon the exhaustion of FMLA leave, or upon notification to the employee by Human Resources that the employee is not qualified for FMLA leave. **See FMLA Policy**
- 6.2 If a supervisor becomes aware of the potential need by an employee to be considered for Town Manager's Leave, he should immediately report it to the Department Director.
- 6.3 A Department Director who become aware of the potential need by an employee to be considered for Town Manager's Leave should forward a written recommendation to the Town Manager supporting the employee's request. This recommendation should be done in coordination with the Human Resource Department in order to ensure the employee is afforded all entitlements and rights under various laws covering employees and employee absences. **See Appendix, Town Manager's Leave Request Form**.
- 6.4 If an employee is absent for an extended period, the supervisor should complete and submit a Leave Request Form on behalf of the employee each payroll period. This will allow the supervisor and the Human Resources Department to monitor the leave and determine the status of the leave benefit. During an extended absence, the supervisor should be in regular contact with the employee in order to monitor the anticipated return to work.

7.0 APPENDIX, APPENDICES

- Town Manager's Leave Request Form