

Holidays

Currently, employees receive 12-1/2 holidays per year:

New Year's Day
Martin Luther King Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving
Friday after Thanksgiving
1/2 Day Christmas Eve
Christmas Day
*Three Floating Holidays

* Floating Holidays

Employees receive three days or 24 hours per year.

Floating Holidays may not be carried forward into the next calendar year. Any unused time will be forfeited.

New employees will receive a pro-rated amount based on their month of hire. The amount is pro-rated at 2 hours per month.

Funeral Leave

When an employee is absent from work because of the necessity of arranging for and/or attending the funeral of a member of his immediate family, they shall be allowed up to 24 hours paid leave, provided that:

- The employee is on the active payroll on the date of the death of the member of their immediate family
- The employee notifies their immediate supervisor of the purpose of their absence as soon as practical.
- Leave may be extended beyond the 24-hour leave period where the employee attends the funeral at a location where the reasonable time for travel extends the absence beyond the day of such funeral
- If the employee requests additional time off, and the employee's department head approves such request, leave in excess of three days may be charged against the employee's Sick Leave.

Immediate family is defined as follows:
spouse, child, parent, sibling, grandparent and grandchild, including in-law and step or one-half relationships.

An employee who serves as a pallbearer for a service not covered under funeral leave, may take up to four (4) hours of Sick Leave with pay.

CITY OF HASTINGS GUIDELINES FOR TAKING

Vacation
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Holidays
Floating Holidays
Funeral Leave

Non-Union Employee



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Vacation

All full-time employees and those part-time employees who qualify shall be entitled to vacation leave. Seasonal and temporary employees shall not be entitled to vacation leave.

Vacation accrual begins on the date of hire. Vacation leave shall accrue to full-time employees based on years of service. The rate of accrual for full-time employees is as follows:

Employees with less than five years of service shall accrue vacation leave at a rate of 6 2/3 hours each month (80 hours per year).

Employees with at least five years of service, but less than 10 years of service, shall accrue vacation leave at a rate of 10 hours each month (120 hours per year).

Employees with at least 10 years of service, but less than 15 years of service, shall accrue vacation leave at a rate of 11 1/3 hours each month (136 hours per year).

Employees with fifteen years of service, but less than 25 years of service, shall accrue vacation leave at a rate of 13 1/3 hours each month (160 hours per year).

Employees with at least 25 years of service or more, through the duration of their employment, shall accrue vacation leave at a rate of 14 2/3 hours each month (176 hours per year).

Employees starting their employment on or after the 16th of the month, or who terminate their employment on or before the 15th of the month, shall not be eligible to accrue vacation leave for that month.

The minimum usage of Vacation leave shall be 15 minutes

Medical Leave

All full-time employees shall be entitled to sick leave. Full-time employees shall accrue sick leave at the rate of eight (8) hours per month of employment. Employees may accrue up to one thousand one hundred (1,100) hours of Sick Leave. Seasonal and temporary employees shall not be entitled to sick leave.

Sick leave shall be accrued for any month in which an employee is in pay status for more than half of that month.

Employees starting their employment on or after the 16th of the month or who terminate their employment on or before the 15th of the month shall not be eligible to accrue sick leave for that month.

Employees are not allowed to accumulate more than one thousand one hundred (1,100) hours of sick leave. On the second pay day of January in each year, all employees who are not members of a collective bargaining unit, and who have accumulated more than one thousand one hundred (1,100) hours of sick leave shall be paid for twenty-five percent (25%) of any unused accrued sick leave over and above the one thousand one hundred (1,100) hours which may be carried over to the next calendar year.

The minimum usage of Sick Leave shall be 15 minutes

Comp Time

Employees may choose to take their hours worked in excess of 40 in a work week (8 hours in a day for utility operation departments), in the form of comp time, rather than overtime. This must be agreed to by both the employee and their supervisor. Comp time is accumulated at one and one-half hours for every hour worked in excess of 40 in a work week (8 hours in a day for utility operation departments).

The maximum number of comp time hours that may be accrued is 96 hours. All overtime hours worked, whether planned or emergency, may be taken as comp time, as long as both employee and supervisor approve.

The minimum usage of Comp time shall be 15 minutes



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