

ANNUAL LEAVE & OTHER LEAVE

The City of Greensboro provides Annual Leave (PTO) for all benefit eligible employees. All benefit eligible employees earn annual leave beginning the first pay period of employment; however, there is a six (6) month waiting period before you can use the earned Annual Leave.

ANNUAL LEAVE

Earned Annual Leave (PTO)

- Annual leave earnings are based on length of continuous service with the City for both Full Time and Part Time Benefit eligible employees.

SICK LEAVE

Earned Sick Leave

- The City of Greensboro provides Earned Sick Leave for all benefit eligible employees.
- All benefit eligible employees earn sick leave beginning the first pay period of employment.
- Sick Leave is available for use as accrued.

Limitations

- Sick leave is to be used for yourself or someone in your immediate family.
- Sick leave may not be used for injuries or illnesses resulting from outside employment.
- Upon termination any unused earned sick leave will not be paid.

Transferred Sick Leave

- New Hires are allowed to transfer an unlimited amount of sick leave time earned during their previous employment if the service time meets the following criteria:
 - Service was with a N.C State government agency, N.C Municipality , or N.C. County government.
 - A letter on official letterhead from the previous employer stating the balance of sick leave hours at the time of separation must be received by Human Resources within the employee's first six (6) months of employment.
 - Hours will not be posted to the sick leave accrual until probation has been successfully completed.

MEDICAL APPOINTMENT LEAVE

- All benefit eligible employees are eligible for this benefit.
- Medical appointments do not reduce sick leave balances.

Limitations/Requirements

- Medical appointments are granted for up to two hours per pay period without affecting sick leave balances.

LEAVE FOR PARENTAL INVOLVEMENT IN SCHOOLS

- Benefit eligible employees are granted four (4) hours of paid leave per school year (regardless of number of children) for parental involvement in school.
- Non-benefited employees may take a total of four (4) hours of unpaid leave per school year regardless of number of children.

SERVICE TO OTHERS (STO)

- STO is a new paid leave benefit for benefited employees who wish to volunteer with a non-profit organization in the City of Greensboro.
- STO is available to employees that have been employed with the City for at least six months. Review the full policy for more information.

All benefit eligible employees are granted paid holidays.*

The City observes the following holidays:

- New Year's Day
- Martin Luther King, Jr.'s Birthday
- The Friday before Easter/ Spring Break
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- The Friday after Thanksgiving
- Christmas/Winter Break

*Limitations:

If you are required to work a scheduled holiday you will receive your regular pay plus additional compensation at time and one-half for the additional hours worked. Public Safety personnel may allow employees time off at straight compensatory time.

PAID FAMILY CAREGIVER LEAVE

- All benefit eligible employees who have worked for the City for at least twelve (12) months are eligible for six (6) weeks of paid time off for the birth, bonding, and to care for a child, spouse or parent with a serious health condition.

Benefit

- The family-friendly option of Paid Family Caregiver Leave is for the birth of and bonding with a newborn, bonding with a newly placed child for foster care or adoption, and to care for a child, spouse, or parent with a serious health condition.
- Benefit expires twelve (12) months after the date of the qualifying event.
- To receive the benefit, an employee must complete and submit a Family and Medical Leave Act (FMLA) application and other supporting documentation.

Limitations/Requirements

- If both spouses are employed by the City, six (6) weeks is the combined maximum.
- After Paid Family Caregiver Leave has been exhausted, employees may use all available leave.

FAMILY MEDICAL LEAVE ACT OF 1993 (FMLA)

- Allows time off for any benefit eligible employee who has worked for the City for at least 12 months and at least 1,250 hours during the preceding year.

Benefit

- Up to twelve (12) weeks of paid and/or unpaid leave in any twelve (12) month period to care for a family member with a serious health condition or for your own serious health condition as specified by the FMLA or for military exigency.
- Up to 26 weeks to care for a military person who is injured or becomes ill in the line of duty.
- If the leave is to be used for the care of a child as a result of birth, adoption, or fostering and both parents are City employees a combined 12 weeks is allowed.
- If the employee giving birth requests FMLA for the birth of a child, they may opt to use the provisions in the Maternity Leave Policy which are less restrictive.
- Before requesting unpaid FMLA leave, all leave for which the employee would otherwise be paid must be exhausted.
- FMLA must be invoked after three (3) business days.
- Unpaid leave does not apply to City years of service.

		Leave Earning Rates			
		Full-Time Employees	Part-Time Benefit Eligible Employees		
			Part-Time 20 (20-Hour Work Schedule)	Part-Time 25 (25-Hour Work Schedule)	Part-Time 30 (30-Hour Work Schedule)
Annual Leave	Monthly Annual Leave	Monthly Annual Leave	Monthly Annual Leave	Monthly Annual Leave	
0-48 months (0-4 years)	8 hours (96/year)	4 hours (48/year)	5 hours (60/year)	6 hours (72/year)	
49-108 months (5-9 years)	10 hours (120/year)	5 hours (60/year)	6.25 hours (75/year)	7.5 hours (90/year)	
109-168 months (10-14 years)	12 hours (144/year)	6 hours (72/year)	7.5 hours (90/year)	9 hours (108/year)	
169-228 months (15-19 years)	14 hours (168/year)	7 hours (84/year)	8.75 hours (105/year)	10.5 hours (126/year)	
229+ months (20+ years)	16 hours (192/year)	8 hours (96/year)	10 hours (120/year)	12 hours (144/year)	
Sick Leave	Monthly Sick Leave	Monthly Annual Leave	Monthly Annual Leave	Monthly Annual Leave	
	8 hours	4 hours	5 hours	6 hours	
Medical Appointment Leave	Monthly Medical Appointment Leave	Monthly Medical Appointment Leave	Monthly Medical Appointment Leave	Monthly Medical Appointment Leave	
	2 hours	1 hour	1.25 hours	1.5 hours	