



To: All Staff

From: Human Resources Department on behalf of City Leadership

Subject Line: Updates and Improvements to General Leave

Dear Westminster Staff,

As part of our commitment to providing a comprehensive and equitable Total Compensation package for staff, we will be updating our leave policy to provide staff with additional days off and modernizing our internal process for accruing time off by converting general leave into separate categories for vacation and sick leave. During collective bargaining with the Fraternal Order of Police Lodge 25, City leadership identified several areas where we could improve our leave policy to better support staff, and continue to be a leader in the marketplace; as a result, benefited, non-union staff will receive these new benefits beginning January 1, 2024. Police and Fire will continue to operate under their own separate collective bargaining agreements.

The updates are outlined below and Human Resources will provide a detailed update ahead of the new year. (Please note that the Personnel Policies and Rules (PP&R) dated June 1, 2023, do not reflect these changes; the PP&R will be updated over the summer to reflect these changes effective January 1, 2024.)

We are pleased to provide these modifications to our leave program and believe they ensure we remain competitive in the market. If you have questions, please contact me, your supervisor, or HR Business Partner.

2024 General Leave Program Update Effective 1/1/2024

1. Holidays

- a. Add one floating holiday – staff will have 10 recognized holidays plus two floating holidays (total of 120 hours, which is an increase from the current 110 hours of holiday provided)
- b. All 120 holiday leave hours will be available the first pay period in January for use throughout the calendar year; holiday leave hours will have no cash out value nor be carried over to following year
- c. Non-exempt employees working a shift on a city recognized holiday will be compensated 1.5 times regular pay for the shift

2. General Leave

- a. No longer “general leave” – leave (except Holiday Leave) is now categorized as Vacation Leave, Sick Leave, or Bereavement Leave.

- b. Eliminates two tables for before/after 2010 hire date; converts back to pre-2010 table for accrual rates (so added back 15-20 years at 8.21 hours and >20 years at 9.13 hours accrual rates); see below:

General Employees		
Years of Continuous Municipal Service	Accrual Rate Hours Per Pay Period	Accrual Rate Hours Per Year
Less than 5	5.45	142
5 - 10	6.37	166
10 - 15	7.29	190
15 - 20	8.21	214
20 or more	9.13	238

- c. Beginning in 2024, Vacation Leave Cash-out – At the end of the year, (1) benefited, non-union staff may cash out or convert into Section 457 plan up to 48 hours of accrued but unused vacation leave at 100% current pay; (2) during the last pay period of the year, those employees using <41 hours of sick leave may cash out or convert into their Section 457 plan up to an additional 32 hours of unused vacation leave at 100% current pay
- d. Vacation Leave carryover – the maximum allowable to carry over into next year is 280 hours; any unused vacation in excess of 280 hours will be forfeited
- e. Separating employees shall receive cash not to exceed 280 hours at 100% of their rate of pay
- f. The Maximum Allowable and Minimum Annual Vacation Leave Hours Tables outlined in the PP&R will be eliminated

3. Sick Leave

- a. Creates “sick leave” pursuant to Colorado Healthy Families and Workplaces Act (HFWA); any unused sick leave will not carry into next year nor has cash value
- b. In January each year, employees will receive 120 hours of sick leave for the entire year (prorated for new hires and based on full-time equivalent status) (Of note, these hours can be used as the 80 hours required for Major Illness Leave)

4. Bereavement Leave

- a. Bereavement Leave – A maximum of 40 hours per incident; cannot carry over and has no cash value; employees may use sick leave once bereavement leave is exhausted per incident with supervisor approval; this is separate from vacation and sick leave
- b. FMLA qualifying leave (e.g., Paternity, Adoption, Caregiver, Well Baby Care Leave, etc.) shall be charged against Vacation Leave, Sick Leave, On-the-Job Injury Leave, or Major Illness Leave to the extent the employee is entitled to use such leave. After all authorized paid leave benefits have

been exhausted, remaining FMLA Leave shall be continued as leave without pay, except in the case of On-the-Job Injury Leave.

Conversion from General Leave to Vacation Leave Program

- At the end of 2023, employees with >280 general leave hours shall receive cash out or conversion to their Section 457 plan of any general leave balance >280 hours
- If the conversion to Section 457 Plan causes an employee to exceed IRS annual contribution limit for 2023, the employee may defer a portion of conversion into 2024 (per the IRS, the 2023 annual contribution limit is \$22,500; \$30,000 for those over 50)
- All general leave cash outs or conversions into the Section 457 Plan will be done at ½ employee's hourly rate at the last pay period of 2023