



ANCHORAGE MUNICIPAL EMPLOYEES ASSOCIATION, INC.
520 E. 34th Avenue, Anchorage, Alaska 99503
(907) 565-8209 - Fax (907) 565-8195

Leave Fact Sheet for AMEA Members

(Sources: AMEA Contract & MOA Payroll Supervisor)

Disclaimer

This document is intended to help AMEA shop stewards and members become informed about leave programs and procedures. It is not an interpretation of the AMEA Contract nor does it add to, detract from or modify the Contract in any way. This document does not represent AMEA agreement with or acceptance of any related MOA policy, practice or procedure.

Administrative Leave (7.11)

- Paid administrative leave may be approved for absences for the purpose of enhancing the employee's performance by:
 - By attending Municipal-designated and approved Management Training Programs,
 - State-of-the-art training, or
 - Participating in other programs which enhance the Municipal services to the community or for designated employees who voluntarily participate directly in organized community life saving activities.
- To be eligible for paid administrative leave, the programs must be approved by the Mayor or his/her designee.
- Administrative leave does not apply for absences due to courses or programs paid for under the Tuition Assistance Program (see section 7.16).
- Paid administrative leave does not count as "time worked" toward the overtime threshold of 40 hours in a work week.(8.5).¹
- Depending on the purpose, paid administrative leave may or may not count toward as time worked toward completion of probation (10.3.2).² It may also impact missed meal periods (8.3), meal allowances (9.1.17) and standby pay (9.1.18).

Annual Leave

- Members are allowed to use any accrued leave when they want when not detrimental to department operations (7.2.4.A)
- Management must establish a leave schedule each January with consideration given to member seniority (7.2.4.B)
- Members must take 40 hours of annual leave each calendar year. Annual leave cash-in not counted (7.2.4.C). There are exceptions (7.2.5).
- Annual leave requests are not to be unreasonably denied (7.2.4.D)
- While members are required to seek prior approval for annual leave, reasonable requests for unscheduled annual leave should not be unreasonably denied.
- Time spent on Annual Leave does not count as “hours worked” toward the overtime threshold of 40 hours in a work week (8.5)¹ or as time worked toward completion of probation (10.3.2)²
- Use of Annual Leave while on Injury Leave may cause loss of eligibility for Injury Leave (7.7.3.D).
- Depending on the circumstances, Annual Leave may impact missed meal periods (8.3), meal allowances (9.1.17) and standby pay (9.1.18).

Annual Leave Cash-In/Conversion

- As of December 31st, all hours of annual leave in excess of 480 not converted to cashable sick leave or committed for use will be paid in cash to the member (7.2.B.A)
- Members may make written request, prior to December 31st to convert up to 80 hours of excess annual leave to cashable sick leave. Members with leave in excess of 480 hours will be sent a form letter containing this option.
- Members may make up to 2 requests per calendar year to cash in any accrued annual leave in excess of 80 hours (7.2.3.C). These requests are made in written memo form through supervisory channels.
- Upon termination for any reason, members will be paid for their unused annual leave based on their rate of pay at the time of termination (7.3.2.B).

Annual Leave Donation to Other Employees

- Members needing leave donations or wanting to donate annual leave should make written requests to their departments. If the department approves the request, it will be sent to Employee Relations for final approval (7.2.3.D).
- The AMEA Contract states such requests shall be approved only in the most serious cases. If you believe your request to receive or donate annual leave has been unreasonably denied, contact your AMEA Representative immediately (7.2.3.D).

Annual Leave Donation to the AMEA Business Leave Bank

Members may donate accrued annual leave to the AMEA Business Leave Bank by providing a signed written request to their department payroll representatives (7.2.3.D).

Annual Leave Advance Pay

Members may request and receive advance leave pay by making advance written request to their department heads. Department heads will forward the request to the Controller's office for advance payment. These requests must be submitted to the Controller's office 2 weeks in advance of the scheduled leave period.

Blood Bank Administrative Leave

An employee with prior approval of his or her supervisor, shall be granted reasonable time up to 4 hours' of paid Administrative Leave for the purpose of donating blood for an emergency situation or for blood for a blood bank. Proof of blood donation shall be required (7.10).

- Blood Bank Administrative Leave does not count as "time worked" toward the overtime threshold of 40 hours in a work week (8.5)¹ or as time worked toward completion of probation (10.3.2).²
- Depending on the circumstances, Blood Bank Administrative Leave use may impact missed meal periods (8.3), meal allowances (9.1.17) and standby pay (9.1.18).

Court Leave (7.5)

- Jury duty or witness service will be treated as leave without loss of longevity, leave or pay (7.5).

- Time spent on jury duty during a regularly scheduled shift shall be counted as “time worked” for the purpose of determining eligibility for overtime pay in the week (8.5).¹
- Time on Court Leave does not count as time worked toward completion of probation (10.3.2).²
- Depending on the circumstances, Court Leave may impact missed meal periods (8.3), meal allowances (9.1.17) and standby pay (9.1.18).
- Members must report court fees paid to the MOA. Such amount, except for travel and subsistence allowances, shall be deducted from the member’s gross pay. However, fees paid for court duty served on the members normal non-work days or non-work hours shall be retained by the member (7.5 & 2002 Letter of Agreement).
- Members must provide their departments copies of jury notices and subpoenas immediately upon receipt (7.5).
- If excused or released from court duties during work hours, members must return to work immediately, allowing for delay for the period of time reasonably necessary to travel to and from home to change into work clothing if necessary (7.5)

Family (Medical) Leave (7.9)

- “Eligible” members are entitled to coverage under the Alaska Family Leave Act (AFLA) and the Federal Family Medical Leave Act (FMLA).
- Eligible members may use family medical leave for childbirth, adoption, care for a close relative with a serious health condition or the member’s own serious health condition.
- To be “Eligible” for AFLA, members must have been employed by the MOA for at least 35 hours per week for at least 6 consecutive months, or for at least 17 ½ hours per week for at least 12 consecutive months, immediately preceding the leave (7.9.1.A).
- To be “Eligible” for FMLA, members must have worked for the MOA for 1,250 hours during the past 12 consecutive months, immediately preceding the leave (7.9.1.B).
- FMLA Entitlement for eligible members (7.9.2.A) – A total of 12 work weeks’ of leave within a 12 month period for:

- The birth of an employee's child;
 - The placement of a child with the employee for adoption or foster care;
 - The care of the employee's spouse, child, or parent, with a serious health condition;
 - The employee's own serious health condition, which makes an employee unable to perform the functions of the employee's position.
- AFLA Entitlement for eligible members (7.9.2.B):
 - 18 work weeks' of leave within a 12 month period due to the birth of an employee's child or the placement of a child with the employee for adoption or foster care and
 - 18 work weeks' of leave within a 24 month period due to the care of the employee's spouse, child, or parent, with a serious health condition or the employee's own serious health condition.
- When eligible for both AFLA and FMLA, entitlements will run concurrently (7.9.2.C).
 - An employee's eligibility for AFLA/FMLA for birth or placement of a son or daughter expires 12 months after the birth or placement (7.9.2.D)
 - Invoking FMLA/AFLA:
 - For expected birth or placement or for planned medical treatment, members must provide the Department Head with not less than 30 days' notice before the date the leave is to begin. If not possible, member shall provide such notice as is practicable (7.9.2.E).
 - In all circumstances, it is the MOA's responsibility to invoke the employee's Family Leave entitlements and protections upon receipt of information that the eligible member is requesting leave for a qualifying condition, commencing with the first day of Family Leave (7.9.2.F).
 - Members shall provide certification of the circumstances on which the request is being made (7.9.3.A).
 - Before returning to work, members who have been on Family Leave due to their own serious health condition must present a certificate from the member's health care provider that the member is able to return to work (7.9.3.B).
 - Coordination with other leave (7.9.5):
 - Family leave is not "paid leave." Members on Family Leave (FMLA and AFLA) must first exhaust their accrued annual leave before using leave

- without pay. However, the member may request up to 80 hours of accrued annual leave remain in his or her account.
 - Members on AFLA shall also exhaust their accumulated sick leave balance before using leave without pay.
 - Injury Leave due to a serious health condition is considered Family Leave.
 - Members who have exhausted their Family Leave may request leave without pay under section 7.8.
- Benefit Entitlement: Health Insurance coverage shall continue as if the member was at work for the first 12 weeks of family leave (7.9.6).
 - Members on Family Leave may be replaced by temporary or substitute employees. Members shall resume their positions upon completion of Family Leave (7.9.7).

Funeral/Bereavement Leave (7.4)

- Members will be given 3 days of paid leave for bereavement of an immediate family member while in Alaska; 4 days if out-of-state travel required.
- Such leave is not deducted from members' annual or sick leave accounts.
- At member's request, other appropriate leave (annual, leave without pay), will be approved for up to 14 calendar days.
- Funeral/Bereavement Leave does not count as "time worked" toward the overtime threshold of 40 hours in a work week (8.5)¹ or as time worked toward completion of probation (10.3.2).²

Injury Leave (7.7)

- Available for members injured on the job and receiving workers' compensation benefits due to that injury.
- If member cannot return to work after one year, member may be terminated (7.7.1). However, additional "medical leave without pay" may be granted (7.8.2).
- Members may be required to perform alternate duties for which qualified and capable (7.7.1)
- Health and Life Insurance coverage continues while on Injury Leave (7.7.2).
- The Municipality pays wages for first three days of injury. Thereafter, Workers' Compensation pays and the Municipality supplements Workers' Compensation payments up to 80% of current pay (7.7.2).

- The Municipality’s Injury Leave responsibilities end:
 - when the member is declared permanently disabled or retires (7.7.2.A)
 - when the member returns to work with unrestricted medical release or goes to work outside the Municipality for wages or profit (7.7.2.B)
 - at the end of 1 year following date of original injury (7.7.2.C)
 - when the member’s workers’ compensation benefits are cancelled (7.7.2.D)
- Members must fill out the required accident/injury forms and cooperate with the Workers’ Compensation carrier (currently Ward North) (7.7.3)
- Members cannot use annual leave while on injury leave (7.7.3.D).
- Injury Leave does not count as “time worked” toward the overtime threshold of 40 hours in a work week (8.5)¹ or as time worked toward completion of probation (10.3.2).²

Leave Without Pay (LWOP) (7.8)

Effects of Leave without Pay:

- Time spent on leave without pay does not count as “time worked” toward the overtime threshold of 40 hours in a work week (8.5).¹
- Annual Pay Step Advancement (merit) Date will be adjusted by the number of calendar days of leave without pay (except Extended Military Leave Without Pay) that exceeds 30 during the calendar year (9.1.9.B).
- Seniority will be adjusted, unless otherwise agreed, for all authorized leave of absences without pay (except Extended Military Leave Without Pay) by the number of calendar days exceeding 30 continuous days (9.2.4).
- For all unauthorized leave of absences without pay exceeding 10 in any 1 calendar year, seniority will be adjusted for the 10 days plus all additional days (9.2.4).
- A member’s length-of-service date will be adjusted for all leave without pay (excluding Extended Military Leave Without Pay) in excess of 30 days during each calendar year (9.3.2).
- Time in leave without pay (except Extended Military Leave Without Pay) will not count as hours worked toward completion of probation (10.3.2).²
- Leave without pay may also impact missed meal periods (8.3), meal allowances (9.1.17) and standby pay (9.1.18).

Types of Leave Without Pay:

Extended Military Leave Without Pay (7.8.1)

- Must be approved by Employee Relations
- Entitlement up to 4 years for purpose of fulfilling the member's military commitment. Member may request up to a 1 year extension if his/her military commitment exceeds 4 years.
- A member placed on military leave without pay shall:
 - Remain a Municipal employee (7.8.1.B.1);
 - Within 30 days after release from active duty, be returned to his or her position or into one as nearly like it as possible (7.8.1.B.2) and
 - Be able to purchase health insurance (7.8.1.B.3).
- A returned member shall be given such status in employment as he/she would have enjoyed if he/she had continued in that employment continuously (7.8.1.C).
- Any Federal law guaranteeing rights more generous than the Contract shall apply.

Medical Leave Without Pay

- Must be approved by Employee Relations
- Requires detailed recommendation from the treating physician (7.8.2.A.1). (specific nature of disability, date disability began, estimated date when member will be able to return to employment)
- Pregnancy treated the same as any other disability (7.8.2.A.2)
- Requires member to exhaust all but 40 hours of annual leave and exhaust or convert all of the member's sick leave (7.8.2.A.2)
- Duration limited to 3 months. However, Employee Relations may extend period for up to a total of 1 year (7.8.2.B).
- Medical and life insurance provided for first 3 months of medical LWOP. Member may self-pay for such coverage after the first 3 months (7.8.2.C).
- If returning member has been replaced by a regular employee, he/she will be placed in a comparable position. If no comparable position available, member

shall be treated as having been laid off and shall be eligible for recall under section 6.11.4 (7.8.2.D).

- No leave shall accrue while member is on Medical LWOP.

Educational Leave Without Pay (7.8.3)

- Must be approved by Employee Relations for purpose of completing formal undergraduate or advanced degree requirements if:
 - Such education will be of benefit to the Municipality (7.8.3.A.1);
 - Member has been employed by the Municipality for at least 2 years (7.8.3.A.2);
 - Member has exhausted all annual leave and converted the maximum, permissible amount of sick leave to annual leave (7.8.3.A.3) and
 - Department head has certified that the member's absence is unlikely to have a serious effect upon the department's performance ((7.8.3.A.4).
- No educational assistance shall be provided to an employee on educational LWOP.
- No health or benefits will be paid to a member on Educational LWOP (7.8). Members may self-pay (7.8.3.C).
- No leave shall accrue while member is on Educational LWOP (7.8).
- A maximum period of 1 year of Educational LWOP will be approved (7.8.3.B).
- Members may be replaced by temporary or substitute employees only. Members shall resume their positions upon completion of Educational LWOP (7.8.3.D).

Personal Leave Without Pay (7.8.4)

- Must be approved by Employee Relations (7.8.4.A).
- Up to 30 days duration in any one year for any reason and without regard to member's annual/sick leave balances as long as the department can perform adequately if the leave is granted (7.8.4.A.1).
- Longer periods can be approved for important personal reasons providing (7.8.4.A.2):
 - the department agrees it can perform adequately if the leave is granted;
 - the employee has exhausted annual leave and converted maximum allowable amount of sick leave account;

- the member has stated an important reason;
 - initial leave is granted for no more than 3 months with possibility of 1 extension for an additional 3 months upon same conditions and
 - the member pays for the health and insurance coverage he/she chooses to receive.
- Members returning from Personal Leave Without Pay will resume their positions (7.8.4.B).

Programmed Leave Without Pay (7.8.5)

- If a department head suspends the work performed by a member for more than 1 week but no more than 8 work weeks in a calendar year, the member may choose to be laid off under 6.11 of the Agreement, or to take programmed leave without pay if that option is offered by Employee Relations (7.8.5.A).
- A member on Programmed Leave Without Pay may choose to use annual leave for any portion of that leave (7.8.5.A).
- No more than 60 days of programmed leave without pay shall be available pursuant to any one suspension of work by a department head (7.8.5.B).
- A member on programmed leave without pay will continue to receive life and health insurance coverage but annual leave shall not accrue during that time (7.8.5.C).
- No member on programmed leave without pay shall be replaced at any time nor shall the work of his/her position be assigned to another employee (7.8.5.D).

Military Training Leave (7.6)

- Up to 15 working days of Military Training Leave per calendar year allowed for members of National Guard or military reserves ordered to active duty training.
- During such leave, members will be paid the difference between their regular pay, including longevity and their military pay and longevity, if any.
- Military Training Leave (up to 15 days) is not deducted from accrued annual leave.
- Annual leave or Leave Without Pay may be taken for extended periods of military training.

- Military Training Leave does not count as “time worked” toward the overtime threshold of 40 hours in a work week (8.5)¹ or as hours worked toward completion of probation (10.3.2).²

Sick Leave

- Members who are absent sick must inform their immediate supervisors as soon as possible and give the reasons (7.2.4.C.1)
- No advance compensation for sick leave unless approved in advance by Employee Relations (7.2.4.C.1)
- Management may require a doctor’s certificate before approving sick leave with pay. Doctors’ certificates must be forwarded to Employee Relations for inclusion in the member’s ‘Medical File.’ They cannot be kept by the department nor be placed in the member’s ‘Personnel File.’ (7.2.4.C.2)
- Typically, a doctor’s certificate will be requested for absences of 3 or more days or when there is a suspicion or history of sick leave abuse.
- Sick Leave does not count as “time worked” toward the overtime threshold of 40 hours in a work week (8.5)¹ or as hours worked toward completion of probation (10.3.2).²
- Depending on the circumstances, Sick Leave may impact missed meal periods (8.3), meal allowances (9.1.17) and standby pay (9.1.18).

Unauthorized/Unreported Absences (7.12)

- Members must report their absences from duty to their supervisors as soon as possible.
- Unauthorized or unreported absences will be reported as absence without pay, and may be cause for disciplinary action.

Voting Time Leave (7.8.6)

- Members may be granted leave for the purpose of voting in federal, state, or municipal-wide general or special elections if such leave is required by state statute or municipal ordinance. The MOA shall allow 2 hours of time off without pay for members to vote in a federal, state or municipal election if the member’s scheduled work time does not allow an aggregate time of at least 2 hours within which to vote.

- Voting Time Leave does not count as “time worked” toward the overtime threshold of 40 hours in a work week (8.5)¹ or as hours worked toward completion of probation (10.3.2).²
- Depending on the circumstances, Voting Time Leave may impact missed meal periods (8.3), meal allowances (9.1.17) and standby pay (9.1.18).

Footnotes:

¹**8.5 Overtime.** *Overtime may be worked only when scheduled and directed by the MOA. Overtime shall constitute all time worked in excess of forty (40) hours in a work week, except that all paid Municipal holidays and time on jury duty during a regularly scheduled shift, shall be counted as hours worked for the purpose of determining eligibility for overtime pay in the weeks in which those holidays fall.*

²**10.3.2.A. Range 12 and Below.** *Employees appointed to full-time or part-time positions in classes assigned Range 12 and below shall serve a probationary period of a cumulative total of 520 hours worked but not to exceed six (6) calendar months, with exceptions as specified in Section 10.3. B. Range 13 and Above.* *Employees appointed to full-time or part-time positions in classes assigned Range 13 and above shall serve a probationary period of a cumulative total of 1,040 hours worked, but not to exceed twelve (12) calendar months, with exceptions as specified in Section 10.3. C. Temporary Appointments.* *Temporary appointments shall not serve a probationary period. A temporary employee appointed directly into a regular position shall not have that time counted toward completion of probation.*