



## Legislation Details (With Text)

**File #:** 12536      **Version:** 1      **Name:** Leave time  
**Type:** Ordinance      **Status:** Passed  
**File created:** 11/5/2008      **In control:** BOARD OF ESTIMATES (ended 4/2017)  
**On agenda:** 1/20/2009      **Final action:** 1/20/2009  
**Enactment date:** 2/6/2009      **Enactment #:** ORD-09-00017  
**Title:** Amending Sections 3.32(7)(b) and 3.32(13)(b), creating Sections 3.32(9)(c) and 3.32(13)(c) of the Madison General Ordinances to modify carry-over, floating holiday, and bereavement times.  
**Sponsors:** David J. Cieslewicz  
**Indexes:**  
**Code sections:**  
**Attachments:** 1. Attendencememo.pdf

Date	Ver.	Action By	Action	Result
1/20/2009	1	COMMON COUNCIL	Adopt	Pass
1/12/2009	1	BOARD OF ESTIMATES (ended 4/2017)	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
12/2/2008	1	COMMON COUNCIL	Referred	
11/5/2008	1	Attorney's Office/Approval Group	Referred for Introduction	

**Fiscal Note**

The adoption of these fringe benefit ordinance changes, applicable to all non-represented employees, will not have a significant budgetary impact when compared to current practices.

**Title**

Amending Sections 3.32(7)(b) and 3.32(13)(b), creating Sections 3.32(9)(c) and 3.32(13)(c) of the Madison General Ordinances to modify carry-over, floating holiday, and bereavement times.

**Body**

DRAFTER'S ANALYSIS: This ordinance allows unused vacation time to automatically be carried over to the following year and allows employees hired after November 1<sup>st</sup> to carry over unused floating holidays. In addition this ordinance allows an employee to use credited paid leave for the death of someone other than an immediate family member or the death of a friend.

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The Common Council of the City of Madison do hereby ordain as follows:

1. Subdivision (b) entitled "Carry-Over" of Subsection (7) entitled "Vacation" of Section 3.32 entitled "Absence Of Employees From Duty" of the Madison General Ordinances is amended to read as follows:

"(b) Carry-Over. Up to two (2) weeks of V~~vacation~~ leave which is not taken within the calendar year in which it is earned ~~shall be deemed to have been waived unless carried over to the following year; will be carried over automatically; unused vacation beyond two (2) weeks may be carried over with the permission of the Department or Division Head and Human Resources Director.~~

- ~~1. With the recommendation of the department or division head and the permission of the Mayor or designated representative, or~~
- ~~2. When the eligible employee completes the probationary period in December or within the first six (6) months of the calendar year."~~

2. Subdivision (c) of Subsection (9) entitled "Floating Holidays" of Section 3.32 entitled "Absence Of Employees From Duty" of the Madison General Ordinances is created to read as follows:

“(c) Employees who are hired into a permanent position on or after November 1 will be permitted to carry over unused floating holidays into the calendar year following their date of hire into a permanent position.”

3. Subdivision (b) entitled “Death Other Than in Immediate Family” of Subsection (13) entitled “Death in Employee’s Family or Otherwise” of Section 3.32 entitled “Absence Of Employees From Duty” of the Madison General Ordinances is amended to read as follows:

“(b) Death Other Than in Immediate Family. Where a death of a person in the employee’s family, other than her/his immediate family or otherwise occurs, employees shall be entitled to one (1) day of leave with said leave to be charged against any paid leave credits due the employee at the discretion of employee. ~~‡The Human Resources Director has discretion to authorize such employee to be absent additional leave from work which absence shall be chargeable to the accrued leave time of the employee~~ any paid credits due the employee at the discretion of the employee. In absence of paid leave credits, the time off shall be charged as leave without pay.”

4. Subdivision (c) entitled “Death of Friends” of Subsection (13) entitled “Death in Employee’s Family or Otherwise” of Section 3.32 entitled “Absence Of Employees From Duty” of the Madison General Ordinances is created to read as follows:

“(c) Death of Friends. Employees shall be entitled to leave without pay for one (1) day when the memorial service takes place out of town; one-half (1/2) day for in-town memorial services; such time off may be charged against any paid leave credits due the employee at the discretion of the employee. In absence of any paid leave credits, the time off shall be charged as leave without pay.”