

## City of New Hope Voluntary Unpaid Leave Program

Purpose: A voluntary unpaid leave (VUL) program to help reduce personnel costs and provide flexibility for employee's personal needs.

Employee Eligibility: All regular full-time and benefit earning part-time employees who work 1,040 hours or more in a year

Minimum VUL:

- Four (4) hours for non-exempt employees
- One full day for exempt employees

Maximum VUL: Four (4) weeks (20 days, 160 hours) in a calendar year

Benefits:

- City will continue its regular contribution toward all insurance benefits during VUL. Employee will continue to be responsible for employee contributions to insurance benefits and all required payroll deductions.
- Employee's leave accrual will be reduced proportionately to VUL hours taken.
- Employee and employer contributions to PERA are governed by MN State Statutes.
- There will be no loss of city seniority during VUL.

Program Criteria:

- VUL cannot create a staffing hardship or cause the city to incur additional overtime costs that keep the city from saving money on VUL.
- Other employees must not be unduly burdened by VUL.
- VUL cannot interfere with normal paid leave requests from other employees.

Application: A written request must be submitted to the employee's supervisor and department head, who may recommend approval or denial. The department head will forward all requests to the city manager for final determination.

Approval: Each request will be individually considered. Approval will be based upon the number of requests, the employee's critical skills, and the business needs of the city. The city manager reserves the right to determine staffing needs and work schedules.

Revocation of Approved Unpaid Leave: The city manager may revoke or shorten an approved unpaid leave due to significant changes in the city's needs that were unknown at the time of approval. Employees may revoke or shorten approved unpaid leave due to significant changes in their personal needs that were unknown at the time of the request.

6/23/03

/Revised 5/9/05, 7/28/2011, 11/17/2011, 1/2013