

Organizational Policy FLEXIBLE LEAVE TIME

Purpose

The City of Rochester is committed to providing an inclusive work environment that recognizes and celebrates the diverse backgrounds of our teammates. This policy provides employees with a paid flexible leave benefit that allows for time off for a variety of personal reasons. It also outlines the criteria governing eligibility, the accrual and use of flexible leave time.

Nothing stated in this policy creates an employment contract between the City of Rochester and its employees.

Eligibility

City employees who are classified as benefit eligible, full-time or part-time regular employees, and are participating in the Paid Time Off (PTO) program, will also receive flexible leave time each year, unless otherwise provided for by a collective bargaining agreement (CBA). "Regular benefit-eligible" is defined as employees whose length of employment is scheduled to last longer than 12 months and who are working 20 hours or more per week. Regular part-time employees receive prorated flexible leave time based on their full-time equivalency (FTE). Employees regularly scheduled to work less than 20 hours per week, hired as temporary or seasonal employees or those participating in the sick and vacation program shall not be eligible for flexible leave time.

Flexible Leave Time Annual Hours

Eligible employees shall receive 24 hours (prorated by FTE) of flexible leave time at the beginning of each calendar year. The number of flexible leave time hours that an employee shall receive during their first year of employment, or first year in a PTO eligible position, depends on when their employment or new position commenced:

Date Hired/Eligible	Number of Hours
Between January 1 – April 30	24 hours
Between May 1 – August 31	16 hours
Between September 1 – November 30	8 hours
Between December 1 – December 31	0 hours

Flexible Leave Time Usage

Flexible leave time may be used for a variety of authorized absences including, but not limited to: religious, cultural or other holidays which are not recognized by the City of Rochester's holiday policy; bereavement leave; employee birthdays; personal business; vacations; illnesses; and emergency situations.

Flexible leave time must be used within the calendar year, which runs from January 1, through December 31 of each year, and cannot be carried over to the next year. No adjustments will be made to other leave time if flexible leave time is not used by year-end.

Unused flexible leave time at the end of the calendar year will be forfeited. Unused flexible leave will not be paid out and cannot be used as a final day(s) of employment or run out at termination, retirement or when an employee transfers to a non-benefited position that does not accrue leave benefits or to a position that is not eligible for PTO.

The supervisor or their designee will approve the use of flexible leave time providing a reasonable advance request was provided and based on departmental workload priorities. Flexible leave time requests will also be balanced with staff-level requirements and previously approved leave time for other employees. Organizational tenure may be a factor when granting flexible leave time requests.

Policy revisions approved by City Administrator:



Alison Zelms

09/26/2025

Date

Policy History

Current Revision: 09/2025

Associated Form(s)

N/A

Legal/Statutory Authority

N/A