



Proposal to Begin General Leave Accruals Upon Hire

Human Resources – November 6, 2023

Current General Leave Practice

- Currently, employees do not accrue General Leave (GL) in their first 6 months of employment
- Although we front load 48 hours for new employees, the front loaded time is subtracted from the prorated amount given after the 6-month waiting period is met



Example 1

- A new employee begins in February and is told they earn 152 hours of GL per year
 - Given in February: 48 hours
 - After 6 months of probation, the employee is eligible for GL from September to December (4 months)
 - No accruals are earned from February to September
 - $152 \text{ hours} / 12 \text{ months} = 12.67 \text{ hours per month}$
 - $12.67 \times 4 \text{ months} = 50.68 \text{ hours}$
 - $50.68 - 48 \text{ hours front loaded} = 2.68 \text{ hours}$
- In the employee's first 11 months of employment, they were given 50.68 hours of leave, not 152 hours
 - This includes any needed sick leave



The Solution: Employees Accrue Leave Upon Hire

- A comparison of other local entities in the Denver Metro area shows that Commerce City is the only agency where employees do not begin accruing leave upon hire. This list includes:
 - City and County of Denver
 - City and County of Broomfield
 - Adams and Boulder County
 - Cities of Longmont, Thornton, Brighton, Westminster, Boulder, Golden, Aurora, Lafayette, and the Town of Erie
- Several on the list above also front load leave upon hire



Policy 5.2 General Leave

- The current Policy 5.2 states that employees are given 48 hours of GL at the time of hire, and after 6 months employees are provided the remainder of the GL accruals for the year on a prorated basis
 - This would remain the same
 - Cash-out and carryover provisions would not change
 - The proposed change is a slight modification to remove the 6 month wait to begin accruing general leave



Next Steps

- City Council approval November 6
- Effective date of change: Anyone hired or reaching their 6-month introductory period on or after the first pay period of 2024

