CITY OF MINNEAPOLIS
CANCELLATION OF PAID LEAVES OF ABSENCE, INCLUDING UNPAID BUDGETARY LEAVE POLICY
(Links to Procedures and Forms) (Last Updated – May 28, 2009)

Applies to: All Departments and employees under the Mayor and City Council.

Synopsis: Establishes policy, roles, responsibilities and conditions for when the cancellation of paid leaves of absence and unpaid budgetary leaves of absence may be cancelled at the discretion of department heads.

Council Approval Date: **Effective Date:** TBD

Links to Related Laws: NA?

Administering Department: Human Resources **Contact:** Perry Palin **Phone Number:** (612) 673-3521

POLICY STATEMENT - The City of Minneapolis recognizes that the citizens of Minneapolis enjoy services provided by the City workforce. The City also recognizes that employees are entitled to the commitments made to them by the City. However, there is a balance that must be struck between the needs of the employees and the needs of City citizens. When there is tension among competing needs, that balance must be struck in favor of the citizens, and the City of Minneapolis is committed to ensuring the citizens of Minneapolis continued to enjoy the services provided by City employees.

To this end, and in the event of a Continuity of Operation Planning (COOP) Level 2 for a facility closure with no alternative site identified or a Pandemic, World Health Organization (WHO) Level 4, a department head may cancel any paid leaves of absence, including Budgetary Leave and Vacation Leave, but excluding sick leave. Cancellation of paid leaves of absence shall be decided in an objective manner respecting the circumstance of the individual employee. Cancellation of Budgetary Leave shall be permitted unless the employee is on Budgetary Leave due to being placed on Budgetary Leave by the City of Minneapolis. (See Emergency Budgetary Leave Policy)

The Human Resources Director is directed to develop and provide guidance to the decision-making process to be exercised by department heads. Department heads are directed to follow the guidance in the exercise of their discretionary authority.

ROLES AND RESPONSIBILITIES

Role	Responsibility
Employees	Comply with the City of Minneapolis Cancellation Of Paid Leaves Of Absence, Including Unpaid Budgetary Leave Policy.
Human Resources Director	1. Develop, implement, manage and update the policy. 2. Establish, manage and modify procedures necessary to carry out and comply with the policy in accordance with applicable laws, City ordinances, policies and rules. 3. Provide departments with information about employees on leave absences covered by this policy.
Department Heads	When necessary, cancel any paid leaves of absence, including Budgetary Leave and Vacation Leave, covered by and as described in this policy.
COOP Coordinator	Work with the Human Resources Director and department heads to ensure the Cancellation Of Paid Leaves Of Absence, Including Unpaid Budgetary Leave Policy and Procedures are followed when there is a need to implement them.

DRAFT