



# Unified Government Human Resources Guide

Effective 01-01-13

## SPECIAL RECOGNITION LEAVE

- I. General: To acknowledge the commitment, contributions and sacrifices made by non-bargaining employees who were subject to wage freezes for the calendar years 2009, 2010, 2011 and 2012, eligible full-time and part-time A non-bargaining employees, are granted special recognition leave.
- II. Policy: “Special Recognition Leave 2011” is granted to eligible employees subject to wage freezes for the calendar years 2009, 2010 and 2012. “Special Recognition Leave 2012” is granted to eligible employees subject to a wage freeze in 2012. Accrual, usage, expiration and payouts are based on the following provisions:
  - III. Special Recognition Leave 2011
    - A. Effective January 1, 2011, full-time non-bargaining employees are credited with leave hours in a bank entitled “Special Recognition Leave 2011” based on their dates of hire as follows:

Employees hired on or before June 30, 2008—80 hours

Employees hired from July 1, 2008 through June 30, 2009—52 hours

Employees hired from July 1, 2009 through June 30, 2010—24 hours.
    - B. Effective January 1, 2011, part-time A non-bargaining employees are credited with leave hours in a bank entitled “Special Recognition Leave 2011” based on their dates of hire as follows:

Employees hired on or before June 30, 2008—40 hours

Employees hired from July 1, 2008 through June 30, 2009—26 hours

Employees hired from July 1, 2009 through June 30, 2010—12 hours.
    - C. “Special Recognition Leave 2011” must be used on or before December 31, 2015 and will not be paid out upon separation, except that employees who retire on or before December 31, 2015.
  - IV. Special Recognition Leave 2012
    - A. Effective January 1, 2013, full-time non-bargaining employees who were hired before July 1, 2011 are credited with 80 leave hours in a bank entitled “Special Recognition Leave 2012”.



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- B. Effective January 1, 2013, part-time A non-bargaining employees who were hired before July 1, 2011 are credited with 40 leave hours in a bank entitled “Special Recognition Leave 2012”.
- C. “Special Recognition Leave 2012” must be used on or before December 31, 2016 and will not be paid out upon separation, except that employees who retire on or before December 31, 2013.

## V. Miscellaneous Provisions

- A. Employees must obtain approval to use special recognition leave under the standard departmental procedures used to request paid time off.
- B. Special Recognition Leave 2011 and Special Recognition Leave 2012 will be kept in separate leave banks.
- C. No special recognition leave will be used or paid out after the appropriate expiration dates as expressly stated in sections IIIC and IVC above.
- D. Employees transferring from bargaining unit positions into non-bargaining positions will be eligible for special recognition leave based on their dates of transfer. The date of transfer will be considered equivalent to the date of hire when determining eligibility for accrual of special recognition leave as outlined in Sections III and IV above for the purpose of this policy.