



UNION BUSINESS LEAVE

PM-50-04

Section: 50-00, LEAVE WITHOUT PAY

POLICY

Regular, full-time City of Memphis employees who are members of recognized bargaining units and who are elected to union office will be granted a leave of absence without pay for union business which takes them from their City employment upon the written request of the union, approval of the employee's Division Director and the Chief of Human Resources(HR) unless otherwise indicated within the applicable MOU. The original request will not exceed one (1) full year in length; however, union business leave may be considered for extension of one (1) additional year. The request for extension must follow the same procedures for approval as the original request.

Leave will not accrue while employees are on leave of absence without pay for union business. Previously earned sick leave time, vacation, bonus days, and compensatory time will be frozen during the period of leave of absence without pay for union business. Time accrued toward the period for earning bonus days will be frozen as well. Accrual of all leave benefits will resume on the first full day that the employee is at work after the leave.

When the employee returns from union business leave, their current date of employment will be adjusted to exclude the period of time that the employee was on leave of absence without pay. It is the responsibility of the employee's Division to notify the Division of Human Resources, in writing immediately upon the employee's return to work from union business leave without pay. The Division of Human Resources will calculate the adjusted date of employment and notify the employee in writing of the adjusted date of employment. In addition, the Division of Human Resources will update the employee's master personnel file, and notify the employee's Division Director requesting an update of Division records. The adjusted date of employment will then govern seniority and the accumulation of sick leave time and vacation time. All matters of pension will be governed by the rules and regulations of the City of Memphis Retirement System.

Employees returning from union business leave will be reinstated to a position equivalent to the position held when the leave of absence without pay was granted for union business. Compensation will be based on the rate the employee was earning at the time leave without pay was granted for union business, plus any normal or special adjustments that occurred to the employee's prior classification while the employee was on leave of absence without pay.



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Employees who take an approved leave of absence without pay and who wishes to continue enrollment in the City of Memphis Health Care and/or Life Insurance plan(s) while on leave must contact the HR Total Rewards Benefits Service Center to make necessary financial arrangements in accordance with the guidelines and provisions of the plan policy. These arrangements must be completed with the HR Total Rewards Benefits Service Center before the end of the first pay period that the employee is off the payroll or the insurance coverage will be canceled.

NOTE: Where differences exist between the Human Resources Manual Policies and Procedures and the Memoranda of Understanding, the Memoranda of Understanding will supersede.