

## HR Policy and Policy Change Request Form

**Please submit this form to Human Resources to request a new HR Policy or amend an existing HR Policy. The purpose of this form is to track change requests and facilitate communication between Human Resources and the requesting party.**

### General/Contact Information

**Please note requests for new HR Policies or HR Policy changes must be made through an Elected Official or Department Director. Please fill out the following:**

<input type="checkbox"/> Elected Official: <input style="width: 150px;" type="text" value="Mayor Jenny Wilson"/>	<input type="checkbox"/> Department Director: <input style="width: 150px;" type="text" value="Kathleen Johnston"/>
<b>Date Requested:</b> <input style="width: 150px;" type="text" value="August 12, 2021"/>	<b>Point of Contact Name:</b> <input style="width: 150px;" type="text" value="Pashion Whales"/>
<b>Email Address:</b> <input style="width: 150px;" type="text" value="pwhales@slco.org"/>	<b>Phone Number:</b> <input style="width: 150px;" type="text" value="385-468-0582"/>

### Policy Information/Request Details

<b>Policy Number:</b> <input style="width: 150px;" type="text" value="4-200"/>	<b>Policy Name:</b> <input style="width: 150px;" type="text" value="Leave Practices"/>
<b>Relevant Section(s):</b> <input style="width: 150px;" type="text" value="II.D.6.e and II.K.1-5"/>	

**Please describe the new policy or policy change proposed and indicate the reason for the request:**

add II.D.6.e The 19th of June      Juneteenth Day

change K.1 Eligibility - To qualify for parental leave a benefit eligible employee must meet all of the following conditions at the time of the birth or adoption:

- a. The employee must have worked for Salt Lake County for 12 months or 52 weeks (2080 hours). With no break in employment.
- b. The employee must have worked at least 1,250 hours during the 12-month period immediately prior to the requested leave date (paid leave time does not count toward this requirement).
- c. The employee must be taking the leave for:
  - i. the birth of a child and to care for that child.
  - ii. the placement of a child for adoption and to care for the newly placed child.

change K.2 Employees that are eligible are entitled to receive six weeks (240 hours) of consecutive paid leave.

- a. The eligible parent giving birth is entitled to an additional six weeks (240 hours) of consecutive paid leave immediately after the birth to recover from the physical and medical effects of pregnancy and childbirth.
- b. Employees may accrue holiday leave for holidays that occur during parental leave.
- c. If an employee on parental leave is required to attend a work-related activity and records paid time that does not violate the requirement that the leave be taken consecutively.

Delete K.1.5  
Parental leave shall be applied retroactively back to May 1, 2017.

Delete from section II.E.1. (entitled "Holiday Leave – Sheriff's Office Sworn Employees") and the personal preference holiday

**Briefly describe how the new policy or policy change will impact your office, agency or department:**

The addition of Juneteenth as a paid County Holiday aligns with the recent decision to make Juneteenth a Federal Holiday.  
The updated language removes the ambiguous language and clarifies the eligibility for parental leave.

**Briefly describe the impacts of the new policy or policy change County-wide:**

This addition will provide another paid Holiday for benefit eligible employees.  
This will ensure equitable and fair application of parental leave and clarify the intended purpose to provide paid leave to benefit eligible employees who recently had a child or adopted.

**FOR HUMAN RESOURCES USE ONLY**

Date Received:

Passed on to DA for drafting?  Yes  No

If not passed on to DA, indicate why:

Date of Response of requesting party:

Summary of response to requesting party: