



Legislation Details (With Text)

**File #:** 21-1027      **Version:** 1      **Name:**  
**Type:** Discussion Items      **Status:** Passed  
**File created:** 8/25/2021      **In control:** Council Work Session  
**On agenda:** 8/31/2021      **Final action:** 8/31/2021  
**Title:** Updates to HR Policy 4-200 - Leave Policy

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Staff Report, 2. HR Policy Change request, 3. 4-200\_Leave Practices\_ZLL\_20Aug21

Date	Ver.	Action By	Action	Result
8/31/2021	1	Council Work Session	approved and forwarded	
8/31/2021	1	County Council	ratified	Pass

**Requested Agenda Date:**

8/24/2021

**Requested Agenda Title:**

Updates to HR Policy 4-200 - Leave Policy

**Requested Agenda Item Description:** This policy’s changes include:

Adding II.D.6.e - The 19th of June as “Juneteenth Day”

Changing 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.

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

Deleting from section II.E.1. (entitled “Holiday Leave - Sheriff’s Office Sworn Employees”) and the personal preference holiday

**Requested Action:** Discussion - Vote Needed

**Presenter(s) (with titles):** Kathleen Johnston - HR Director, Pashion Whales- EEO/ER Manager

**Time Needed:** 10 MINS

**Is this Item Time-Sensitive and/or Requesting a Time-Certain?** No

**Requesting Staff Member:** Tracy Byington

**Are Supporting Documents Needed for this Agenda Item Request?** Yes

Please attach supporting documentation, including presentations, to the Legistar file.

Agenda item requests must be complete and submitted via Legistar Approval Sequence to the Council Administrative & Communications Coordinator by the Wednesday before the upcoming Tuesday meeting at 3:00 PM. Please note that some offices have earlier, internal Approval Sequence deadlines.

Items without necessary supporting documentation may be withheld from consideration for the desired meeting date.