

## Overview of Time Off

<b>Sick Time</b>	Only can be used for personnel illness or the illness or injury of family in the immediate household, or for medical, dental or vision appointments, or other reasons which qualify under FMLA.	<b>Does NOT require approval</b> but may require a physician’s statement to verify the illness or additional information as requested. The use of more than 3 consecutive days or 6 days in a 30-day period requires a physician’s written statement.
<b>Vacation Time</b>	Vacation time off that has been earned or agreed upon at hire by the employer.	<b>Must be approved</b> by the department head. May be denied if in department head’s sole opinion, the absence will impair the department’s ability to meet its responsibilities.
<b>Comp Time</b>	Employee may elect to accumulate comp time rather than be paid for overtime (1 hour of overtime worked = 1.5 hours of comp time). Must be used in the year earned, otherwise paid out on last paycheck of year.	<b>Must be approved</b> by the department head. May be denied if in the department head’s sole opinion, the absence will impair orderly and efficient operations.
<b>Floating Holiday</b>	Each year, 3 floating holidays + 1 floating holiday for every 10 years of employment with the City are provided to full-time employees. (Prorated for new employees)	<b>Must be approved</b> by the department head. May be denied if in the department head’s sole opinion, the absence will impair the department’s ability to meet its responsibilities.
<b>Personal Leave (Unpaid)</b>	City, in its sole discretion, may grant a personal leave of absence without pay upon written request.	<b>Must be approved</b> by the department head <u>AND</u> the City of Dodgeville Administration & Personnel Committee (Library Board if a library employee). Unpaid leave for medical reasons may only be granted if all available sick leave is used and shall run concurrently with leave provided under FMLA. Employee must submit evidence supporting a request for personal leave. Unpaid leave can be denied for any reason, unless required by law.

Updated: November 25, 2024 – Please see employee handbook for further information