
MEMORANDUM

DATE: March 27, 2014
TO: Metropolitan Planning Commission
FROM: Dee Anne Reynolds, Finance Manager
SUBJECT: Consideration of two staff retirement payments over \$10,000

MPC finance policies require MPC Board approval for payments over \$10,000 for specific items not included in a budget approved line-item expense and not meeting other exceptions.

This is to request approval to make a final payment up to \$24,000 to Mike Carberry retiring on May 16, 2014 and a final payment up to \$15,000 to Pat Phillips retiring on May 29, 2014. Payments are based on provisions in the MPC Employee Handbook and the unused / accrued annual and sick leave hours record. The current budget for Salary #9500110-518900 is projected to cover the payments.

Staff Recommendation: Staff recommends approval for the two retirement payments.

MPC Executive Committee Review: The Executive Committee will review this request on Tuesday, April 8, 2014 at the MPC Agenda Review meeting and make its recommendation.

Attachment: MPC Employee Handbook pages 33 & 36

Attachment

- The number of accrued leave hours to be used for one day of leave is equal to the number of scheduled paid hours of work for that day of leave. For example, if you work four 10-hour days per workweek, you must use 10 hours of annual leave to have the entire day off. If you work 7.5 hours per day, then 7.5 is the number of hours of annual leave you must use to equal one day.
- You may take annual leave in the year you earned it, or you may carry it over for use in later years. However, there is a limit to the amount of annual leave you may accrue. Those limits are:

Maximum Annual Leave Accrual

Years of Service	Maximum Accrued Hours
1 - 10	300
11 - 20	330
Over 20	375

- If you earn annual leave in excess of the maximum amount listed on the table, it will be transferred to your sick leave account on the pay period following the beginning of a new calendar year.
- Authorized days off for annual leave will not be considered as working time for calculating weekly overtime.
- When you terminate employment, you will receive payment for any unused annual leave that has accrued. Payment is based on the rate of compensation received at the time of termination. Vacation checks are computed on the regular payroll day and are available at the normal time and place. No checks are issued in advance.

Annual Leave Scheduling and Approval

You may take your annual leave at any time of the year as long as you have accumulated the time and the needs of MPC are met. You must submit your annual leave request to your Division Manager and receive approval prior to taking the leave. MPC will make every effort to approve employee requests for annual leave use, but in all cases, MPC reserves the right to deny employee requests in order to meet business demands and ensure sufficient coverage. MPC has a special form or a procedure for requesting use of annual leave.

Sick Leave Eligibility and Accrual

If you work 18.5 hours or more per week on a regular basis, you are eligible to accrue and use paid sick leave for authorized absences as defined in this sick leave section.

The amount of sick leave you earn is based on the number of paid hours per pay period. The number of paid hours is multiplied by the accrual factor of .0462 to determine the total sick leave earned. Examples of sick leave accrual are:

Sick Leave Accrual

No. of Paid Hours Per Pay Period	Accrual Factor	Hours of Earned Sick Leave Per Pay Period	Hours of Earned Sick Leave Per Year
37	.0462	1.71	44.5
64	.0462	2.96	77.0
75	.0462	3.47	90

Attachment

Annual leave use may be converted to sick leave use if you become sick while on annual leave. A request for this conversion must be accompanied by a written statement from a licensed physician.

* **Payment to Eligible Employees for Unused Accrued Sick Leave**

MPC employees are generally not entitled to pay-out of sick leave at separation of employment. However, for the purpose of rewarding longevity and judicious use of the sick leave benefit, long time MPC employees shall be eligible upon separation to receive a payment for unused accrued sick leave in accordance with the following:

- The employee shall have worked for MPC for a minimum of 15 years with no less than 1,560 hours of work during those 15 years.
- Employees shall receive payment for unused accumulated sick leave as shown in the following table:

Conversion of Sick Leave for Payment at Separation

<i>Hours Worked Per Week</i>	<i>60 Day Separation Notice</i>	<i>Less than 60 day Separation Notice</i>
37.5*	\$100 per 7.5 hours of accrued leave (\$10,000 maximum)	\$60 per 7.5 hours of accrued leave (\$6,000 maximum)
Less than 37.5	\$60 per 7.5 hours of accrued leave (\$6,000 maximum)	\$30 per 7.5 hours of accrued leave (\$3,000 maximum)

- If an eligible employee dies while employed by MPC, the beneficiary, as listed on the employee's designation of beneficiary for wages form, shall receive up to the maximum payment, as provided for employees who give a sixty (60) day written notice, for the deceased employee's unused accrued sick leave.
- Payments for unused accrued sick leave shall be processed after the separation date of the employee. Payments are subject to normal payroll taxes and withholding.

Bereavement Leave / Funeral Leave

Death of an immediate family member: You are entitled to a period of bereavement up to five (5) consecutive days at regular pay (not including overtime) with no deduction from your other leave balances due to the death of any of these persons in your family:

- Spouse or domestic partner
- Parent/adoptive parent
- Son or daughter
- Brother or sister
- Grandparent
- Grandchild
- Guardian
- Step-relatives of the above categories
- In-laws of the above categories
- Any person actually residing in your household