



City of Pittsburgh
Operating Policies

Policy: Paid Safe Leave Policy (Non-Union)	Original Date: June 2018
	Revised Date:

PURPOSE: To establish guidelines for non-union City employees to take a paid leave of absence due to a critical safety issue involving the employee, their family member or a household member.

POLICY STATEMENT: The following policy addresses paid safe leaves of absence for non-union City employees to assist with balancing work and family matters, by providing Paid Safe Leave. This policy provides eligible employees with a period of paid time off for activities related to a critical safety issue.

DEFINITIONS:

“Family member” includes the following individuals, without regard to age, a spouse, registered domestic partner, child, stepchild, foster child, sibling, parent, grandparent, grandchild, and parent-in-law.

“Household member” includes child, stepchild, foster child, sibling, parent, stepparents, stepchildren, grandparents, grandchildren, current or former spouses and domestic partners, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together, and persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.

I. ENTITLEMENT TO PAID SAFE LEAVE

An employee may utilize Paid Safe Leave if the employee is an “eligible employee” and if the reason for leave is due to one or more of the qualifying reasons contained in this policy. An eligible full-time City employee may be qualified for up to two (2) weeks (80 hours) of paid, job-protected safe leave. An eligible part-time City employee may be qualified with up to one (1) week (40 hours) of paid, job-protected safe leave. Additional time will be considered on the basis of need, case by case. Employees are not required to expend available benefited time before Paid Safe Leave (i.e. vacation, personal or compensatory). Unused paid safe leave time does not carry-over into the next calendar year.

Employees who exhaust their Paid Safe Leave may be eligible to utilize FMLA leave for doctor's appointments, counseling services for themselves, their children or an immediate family member. Refer to the Employee Leave of Absence Policy for eligibility requirements and qualifying reasons.

Employees will continue accruing vacation and personal days during the duration of a Paid Safe Leave. Benefits and pension deductions will also continue during this time frame. If for any reason the leave is not paid, the employee will be billed for their benefit deductions on a bi-weekly basis.

A. "ELIGIBLE EMPLOYEE" DETERMINATION

Full-time and part-time non-union employees with the City of Pittsburgh are eligible for Paid Safe Leave if the employee meets one or more of the qualifying reasons.

B. QUALIFYING REASONS

Paid Safe Leave under the terms of this policy is available to eligible employees for one or more of the following qualifying reasons:

- 1) To seek legal or law enforcement assistance or remedies to ensure the health and safety of employee's and their family/household members including, but not limited to, preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic violence, sexual assault, or stalking;
- 2) To seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, assault or stalking;
- 3) To attend/arrange for health care treatment for a victim who is the employee's family member or household member;
- 4) To obtain, or assist the employee's family/household member(s) in obtaining, services from: a domestic violence shelter; a rape crisis center; or a social services program for relief from domestic violence, sexual assault, or stalking;
- 5) To participate, for the employee or for the employee's family/household member(s), in safety planning; or temporary or permanent relocation; or other actions to increase their safety from future incidents of domestic violence, sexual assault, or stalking.

II. PROCEDURES FOR REQUESTING PAID SAFE LEAVE

Employees are required to follow department call off procedures or call off through the Department of Human Resources. The Department of Human Resources would then notify the employee's supervisor of the call off. Unauthorized absences are not permitted and may result in discipline up to and including termination.

In all cases, employees must complete two steps.

(1) Notify the Department of Human Resources and Civil Service within 48 hours of the time missed due to the critical safety issue through submission of a notarized statement explaining the critical safety issue.

(2) Complete and submit the Paid Safe Leave of Absence Request and any necessary forms to the City's Employee Leaves Coordinator, Department of Human Resources and Civil Service, 4th Floor, City-County Building.

III. CITY'S RESPONSE

Upon receipt of an employee's completed Paid Safe Leave Request and the appropriate supporting documentation, the City will make a determination of the employee's eligibility and qualification, and approve or deny the request. The Director of the Department of Human Resources and Civil Service may provisionally approve a leave pending the submission of the totality of the paperwork.

If the employee fails to provide the required documentation, the City may revoke the provisional leave. The Director of the Department of Human Resources and Civil Service will notify the employee and the employee's Director (and Bureau Chief, if applicable) of the revocation immediately. The employee may then be marked absent without leave (AWOL) and may be subject to disciplinary action.

Employees on Paid Safe Leave are to comply with the City's Employee Leave of Absence policy, are precluded from outside employment while on the leave and may, if necessary, be required to submit additional documentation to further substantiate the leave.

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

Disclaimer: This policy shall operate in accordance with City Code sections 182.07 and 187.01 pertaining to use of accrued or accumulated sick days.