



CITY of CALABASAS

March 25, 2010

TO: All Full-time City Employees

FROM: Robin Parker, Administrative Services Director *R. Parker*

SUBJECT: Human Resources Guidelines Policy Change Section 9.07 (d)

The purpose of this memo is to advise you of changes affecting the Human Resources Guidelines. After careful review of the Family & Medical Leave section 9.07 (d) of the Human Resources Guidelines which implements the policy for the Family and Medical Leave Act (FMLA) and California Family Rights Act (CFRA), it is the City's decision to amend the policy to better fit the needs of our employees. The policy approved in August 2009 by Resolution No. 2009-1191, requires that compensatory time, vacation leave, and sick leave time to be used in that order under this section; the revision to Section 9.07 (d) will now reflect that the order the leaves are required to be exhausted are as follows:

"An employee granted leave under this provision must exhaust accrued sick leave, compensatory time, vacation time, or other accrued time off prior to leave without pay."

This change will be effective immediately. Please feel free to contact me if you have any questions or concerns.

Memorandum