

Leave Policy Crosswalk

Section	Add/Edit/Remove
3.1	Removed "up to and including separation"
3.5	Removed Conference Attendee and moved the information to the Leave Procedures
New 3.2	Added Administrative Paid Leave section
New 3.3	Added "Leave will not be approved when an employee has already fulfilled their weekly hours."
New 3.3.2	Edited "50% or more" to "more than 50%"
New 3.3.3.1	Edited "20 hours in a payroll period" to "20 hours per week" based on current practice
New 3.3.4	Adjusted the maximum leave accrual for employees on a shift schedule and added "equating to or exceeding 2,184 hours annually"
New 3.3.5	Edited "layoff" and "laid off" to "reduction in force"
New 3.3.7	Removed "up to"
New 3.3.7.1	Added "conversion" to request, "annual leave" to hours; Removed "a maximum of" and "A minimum of 40 annual leave hours
New 3.5	Removed "an elections site"; Added clarification for leave hours for full-time and part-time, "civic contribution, or another municipalities elections site (excluding Buncombe County Government) and "For Buncombe Count Elections site, please see Temporary Duty Elsewhere leave type; Edited "volunteer" to "serve"
New 3.6	Edited "are not eligible to receive holiday pay" to "see Alternate Workforce Policy for leave benefit"; edited "Easter" to "Good Friday"
New 3.7	Removed reimbursement language and moved it to the Leave Procedures; Added reference to the Leave Procedures
New 3.9	Edited to move FMLA language from the Paid Parental and Family Leave policy
New 3.10	Added "Should a parent lose their baby through a miscarriage or stillbirth, Funeral/Bereavement leave may be used."; "celebration of life" and "memorial".
New 3.11	Added Healthy Hours section including language to allow employees not on the County's health insurance to earn days off
New 3.12	Removed the LWOP request process and added it to the Leave Procedures
New 3.12.2	Edited "appointing authority" to "supervisor, in collaboration with Human Resources"
New 3.12.3	Edited "voluntary resignation" to "involuntary separation"
New 3.13.1	Removed "The employee must code this time on their timesheet as Jury Duty" and moved to Leave Procedures
New 3.15	Added language from the Paid Parental and Family Leave Policy; 'regular and long-term temporary positions; "The amount of paid Family leave runs concurrent with FMLA Leave and shall not exceed the employee's approved FMLA period for any one person."; Edited "Parental Leave" to "Child Bonding"; "may not work off duty employment" to "must request approval to start or continue secondary employment while on Paid Family Leave, in accordance with the Conflict of Interest Policy and Procedures."; Removed 'medical leave'; " An employee may receive Paid Parental and Family Leave prior to obtaining TDI or after TDI ends."

New 3.17	Edited "two days" to clarify time for employees who work more or less than 2080 hours per year; Added "PTO may be taken only with the approval of the employee's immediate Supervisor"
New 3.18	Edited "All employees subject to the Local Government Employees' and Law Enforcement Officers' Retirement Systems who are in a pay status for ten (10) or more workdays are eligible for sick leave time" to "All regular employees,as defined in the Personnel Ordinance, ,who have accrued sick leave time are eligible for time off"
New 3.18.2	Edited "normal work week is less than forty (40) hours per week" to "scheduled to work at least 20 hours per week"
New 3.18.3	Added "equating to or exceeding 2,184 hours annually"
New 3.18.4	Added "For other position eligibility, please reference the Grant Funded Positions or Alternate Workforce policies"
New 3.19	Added section and language for new "Temporary Duty Elsewhere" leave type
New 3.21	Added section and language for Wellness Leave
New 3.22	Added worker's compensation section
Definitions	Edited the definitions for "Full Time Regular Employee" and Part-time Regular Employee" to refer to the definitions in the Personnel Ordinance; added definition of "intended parent"