

This training resource is designed to help conservation district directors and employees stay informed of key points discussed in recent web-based training. The document should be listed on the district's meeting agenda for discussion and review.

Time & Leave are Money

- Directors and employees should review the Conservation District Handbook for time and leave information and policies.
- Each district should have a time and leave policy in place that establishes local guidelines for:
 - Minimum leave balances required before leave can be taken
 - Leave granting procedures
 - Workweek adjustments and compensatory time
 - Board point of contact for employees
- Leave policy should be reviewed annually; a copy of the signed policy should be in each employee's personnel folder.

Time

- Form 6A – Terms of At-Will Employment establishes an employee's work schedule – including days and hours. The form also establishes leave accrual rates, and other important employment terms.
- Workdays are always weekdays. Work hours must be designated based on the core hours a district office is open. An employee is expected to report to work during their established work schedule (days and hours).
- Boards may authorize flex schedules (i.e. 9/80 or 4-10s); however, flex scheduling should not impact the district's ability to provide services and deliver programs.
- Regular telework is not currently authorized for district employees.
- The 6A form also establishes lunch and break times. An employee choosing NOT to take lunch and or breaks does not shorten their workday unless prior approval from the board has been given. If the board instructs an employee that they MUST work through lunch or skip breaks, then the workday needs to be shortened or a workweek adjustment utilized.
- If the board authorizes accrual of compensatory time, it accrues at 1.5 hours of comp for every 1 hour worked. OCC does not provide reimbursement for comp time hours paid upon separation of an employee from the district. Accrued comp time must be utilized before annual leave to reduce the liability to the district.
- OCC recommends districts utilize workweek adjustment in lieu of allowing comp time accrual.

Timesheets

- Every employee must complete a timesheet each month. Timesheets must provide an accurate and understandable accounting of activities undertaken and hours worked or taken as leave.
- The leave summary must be accurately completed each month.
- The "forward" balance in the leave summary indicates the leave types and hours available for use. Leave may not be used in advance of accrual.
- The original, blue ink signed timesheet must be included as backup for salary reimbursement.

Leave

- Annual and sick leave may not be used in advance of accrual. These types of leave accrue on the last working day of the month and are available the first of the following month. Available usable leave balances are shown in the “forward” cells of the leave summary on the timesheet.
- Types of leave:
 - Annual – “vacation time,” used for personal time off not covered by sick or holiday leave
 - Sick – used when employee is prevented from working due to illness, injury, or other medical reasons
 - Enforced – sub-type of sick leave, limited to 80 hours in a calendar year; used when an employee must care of an immediate family member because of illness or injury
 - Holiday – granted in accordance with Governor’s proclamations; limited to 8 hours per holiday
 - Leave Without Pay – must be requested in writing in advance when possible, board must approve; cannot be approved for more than 12 months
 - Other types of leave (refer to Conservation District Handbook for additional information): administrative leave, military leave, jury service leave, paid parental leave, family medical leave

Leave Accrual

- Leave accrues only when an employee is in pay status, accrues on the last day of the month, and cannot be used in advance of accrual.
- Accrual rates and limits are listed in the Conservation District Handbook. Full-time employees paid on a monthly basis accrue the full rate each month. Employees paid on an hourly basis accrue a prorated amount each month.
- Annual leave accrual rates change based on years of service. It is the district and the employee’s responsibility to verify accrual rates are correct. When an accrual rate changes, the 6A form and timesheet should be updated to reflect the change.

Leave Sharing

- Full-time district employees may request shared leave from other district employees if they have been employed by the district for at least 1 year and have exhausted all their sick and annual leave due to extraordinary circumstances.
- OCC acts as the facilitator of these requests.

Additional Resources

- Conservation District Handbook
- District Services staff and/or your Area District Coordinator
- Training Presentation PDF available on the OCC website