



Operational Policy

Policy Title:	Applies to:	Reference #
SDO Deferral Program	Permanent Out-of-Scope Employees	105-HR-14
Approved by:	Dates	Total Pages
Executive Leadership Team	Effective:	09-Jul-2014
	Last Review:	01-Apr-2019
	Next Review:	01-Nov-2021
Authority:		
People and Organizational Culture		

1.0 Purpose

To provide permanent Out of Scope (OOS) Employees who earn Scheduled Days Off (SDO) the opportunity to forfeit their SDO's for future payout rather than take the time off.

2.0 Scope

All permanent OOS employees

3.0 Definitions

Scheduled Days Off (SDO): OOS employees are eligible for up to 12 paid flexible SDO's per calendar year, earned on a basis of one (1) day per month of service

SDO Deferral Program: provides permanent OOS employees with the option to forfeit their SDO's for future cash payout.

SDO Credit: is defined as the time that accrues monthly and may be taken as a SDO.

SDO Deferral Credit: is defined as the SDO time that accrues monthly and is available for a payout.

4.0 Policy

SDO's

Full-time OOS employees accrue one (1) day of SDO credits each month. This is equivalent to 12 SDO's per year. Permanent OOS employees with a reduced workweek accrue a prorated amount based on their percentage of full-time hours worked.

SDO's can be utilized at any time during the calendar year. If an employee is terminated before year end and they have utilized more credits than earned, a deduction will be made on their final pay.

SDO credits are not earned during leaves of absence.

SDO credits not utilized during the calendar year are forfeited to the City and zeroed out on December 31st by Payroll.

SDO Deferral Program

Permanent OOS employees have the option of forfeiting their SDO's and joining the SDO Deferral Program.

Enrollment dates for the SDO Deferral Program will be on annual basis effective January 1st, therefore, enrollment forms must be received prior to December 1st of each year. Enrollment forms are required every year by Dec 1 to continue enrollment. Enrollment ends if the forms are not received by People and Organizational Culture before the deadline or upon termination of employment.

Permanent full time OOS employees hired during the year may only enroll effective Jan 1 for the following year.

Employees who have joined the SDO Deferral Program accrue a one (1) day credit into the Program each month, in lieu of one (1) day of SDO credits. This is equivalent to 12 days per year. Permanent OOS employees with a reduced work week accrue a prorated amount based on their percentage of full-time hours worked.

SDO credits or SDO Deferral Program credits are not earned during leaves of absence.

Employees have the option of receiving the payment for SDO Deferral Program credits on a quarterly basis or a one-time payout at the end of the year. Employee's payouts cannot exceed the number of credits banked.

SDO Deferral Program credits can be accumulated to a maximum of 12 days to December 31st. Balances at the end of each calendar year will be paid out in December of that year. SDO Deferral Program credits are paid out at the employee's current salary.

In order to participate in the SDO Deferral Program, the SDO entitlement for the full year must be surrendered. SDO credits cannot be split between taking time off and banking credits into the Program for future payout.

Note: OOS employees who have not opted into the SDO Deferral Program are not eligible for any payout of outstanding SDO's at the end of the calendar year.

5.0 Roles & Responsibilities

People and Organizational Culture

- Develop and maintain this policy
- Ensure that the intent of this policy is communicated and adhered to
- Develop and administer the SDO and the SDO Deferral Program

Employees

- Shall obtain and complete the SDO Deferral Program enrollment form
- Must re-elect to join the SDO Deferral Program each year

6.0 Related Forms

SDO Deferral Program Enrollment Form

7.0 Reference Material

Out of Scope Guidelines

8.0 Revision History

Revision Timeline: Every 2 years

Date	Description of Change	(Re)-Approval Required (y/n)
01-April-2019	Full Review: Amended – LDO to SDO	Yes
15-Sept-2014	Initial Release.	Yes