

City of Tucson Negative Paid Leave FAQs

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What is it?

Negative Paid Leave is available to an employee who has zero balances of all accumulated leave, including Administrative Leave, Compensatory Time, Floating Holiday, Personal Leave, Sick Leave and Vacation Leave. It is only to be used as sick leave for employees who need additional leave due to the COVID-19 pandemic.

Who is eligible?

Permanent and Permanent Part-Time City of Tucson employees

How many hours can be borrowed?

24 hours for 80 hour Employees, and 36 hours for Fire Suppression Employees. Hours will be prorated for Permanent Part-time Employees.

Must only the sick leave balance be at “zero”?

No, *all* usable leave must be exhausted first.

How do employees request the leave?

Once all accumulated leave has been exhausted, employees can request the Paid Negative Sick leave from their supervisor. He or she will then contact HR-Records to have the leave applied to your sick leave balance. Department Manager or a payroll clerk will enter the leave usage into Timekeeper.

How is the leave processed?

Department payroll clerk will submit ticket to HRSupport@tucsonaz.gov with the following required info:

1. Employee Name & ID number requesting sick leave advance
2. Employee work schedule
3. Approximate number of hours needed
4. Justification for request (choose from the following: Employee (self) illness, Employee family/dependent care illness, Employee childcare needs, other)

HRIS/HR Support will load the hours to employee's available leave balance and notify Department payroll clerk. Department payroll clerk or supervisor will populate hours to employee's time card. **IMPORTANT:** departments are required to send a follow-up ticket to HRSupport@tucsonaz.gov once the employee returns to work, so that the NSL can be adjusted appropriately.

How is it paid back? Will my vacation accruals be taken?

The total amount *unused* will be reversed. The total amount *used* will be recouped each pay period from the reactivated sick leave accruals until the hours are paid back. Vacation accruals will resume and will not be taken for this process/purpose. Ex: Employee accrues 4 hours of Sick Leave per pay period and uses 24 loaned hours. It will take 6 pay periods to repay the hours and return to a zero balance.

Does the Leave have to be continuous?

No, it may be used intermittently. Time used will be tracked. All time loaned will be subtracted from the initial eligible hours, and remainder may be used at a later date, assuming the Employee still meets the criteria.