



## **Procedure: Leave Accrual Credit at Time of Conditional Employment Offer**

### **A. PURPOSE:**

To support talent acquisition and to recognize prior professional experience relevant to City service, Salt Lake City may authorize additional leave accrual credit toward vacation leave, personal leave, and short-term disability eligibility for candidates and new hires provided a conditional employment offer for an eligible full-time role.

### **B. PROCESS:**

HR will establish an employee's time off service date based upon prior paid full-time relevant private sector employment and any prior paid full-time service in public employment.

HR will review resumes for candidates and new hires selected for an eligible full-time role, will assess prior work experience, and may award leave accrual credit at the time of conditional employment offer based on employment and duties indicated on a candidate's resume. HR may partner directly with hiring managers to aid in determining whether a candidate/new hire's experience is relevant to the position being hired into.

Leave accrual rates may be adjusted to the new eligible vacation accrual rate and personal leave accrual rate according to HR's [Leave Practices](#). This is only an adjustment to vacation accrual rate, personal leave accrual rate, and short-term disability eligibility.

HR will maintain documentation of leave accrual credit approvals and adjust Time Off Service Date as part of the new hire process.

### **C. ELIGIBILITY CRITERIA:**

**Leave accrual credit may be provided under the following provisions:**

#### **I. PRIVATE SECTOR EMPLOYMENT**

- Private sector work experience must have been for pay and gained in a full-time capacity (30+ hours/week).
- Work experience must be directly related, defined as prior professional work involving substantially similar job duties, functions, and responsibilities that closely match those of the full-time position for which the candidate is being offered or new hire is being hired into by the City.
- Related experience may be credited year-for-year.



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- Employment must have been continuous for a minimum of six months to qualify. Exceptions may be considered on a case-by-case basis by the Recruitment Manager.

### **II. OTHER PUBLIC SECTOR EMPLOYMENT**

- Public sector work experience must have been for-pay and gained in a full-time capacity (30+ hours/week).
- Experience must be gained while working for public sector employer aside from Salt Lake City.
- Experience may be credited year-for-year regardless of prior job title or responsibilities.
- Employment must have been continuous for a minimum of six months to qualify. Exceptions may be considered on a case-by-case basis by the Recruitment Manager.
- Prior Public Sector experience will not be provided additional leave credit if previously credited under other City policies or Compensation Plans.

### **III. PRIOR SALT LAKE CITY EMPLOYMENT**

- Paid work experience must have been gained in a full-time capacity (30+ hours per week)
- Prior Salt Lake City employment experience will not be provided additional leave credit if previously credited under other City policies or Compensation Plans.

### **IV. MILITARY EXPERIENCE/EMPLOYMENT**

- Only active-duty service time served in a full-time capacity (30+ hours per week) will be considered.
- Military duties must be related, specifically defined as prior professional work involving substantially similar job duties, functions, and responsibilities that closely match those of the full-time position for which the employee was most recently hired by the City.

### **D. ELIGIBILITY LIMITS:**

- I. Education, degrees and certificates will not be eligible for any credit toward leave accrual rates; only full-time eligible work experience is considered.
- II. Leave accrual credit will not alter original hire date, seniority, or pension eligibility.



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- III. All claims of past work experience must be verifiable through prior employment records, references, or other reliable documentation.
- IV. Falsification of information provided during application may result in disciplinary action up to and including termination.
- V. This policy may not supersede collective bargaining agreements unless separately negotiated.