

 <p>STANISLAUS COUNTY COMMUNITY SERVICES AGENCY</p>	Developed by/Date: Kym Vieira - 5/17/10	Page: 1 of 1	Number: 2.6
	Reviewed by/Reviewed Date: Exec Staff - 5/17/10	Replaces:	Subject: Time Keeping and Attendance
Title: SALT Time		Approved: 5/17/10	

Policy Procedure Guideline

Purpose

These guidelines are meant to help all CSA staff understand how the use of Special Accrued Leave Time (SALT) is meant to be used and approved.

Definition

Supervisors are encouraged to authorize and support the use of SALT time whenever possible as it works with business need. Employees are encouraged to request and use their SALT time with their supervisor approval. This SALT time was established in order to grant time off comparable to the 5% salary deduction in order to minimize pending reductions-in-force.

Procedure

SALT Time guidelines are as follows:

- Employees earn 4 hours each pay period of 80 paid hours. Up to 104 hours per fiscal year for fulltime employees. Any employee using ATO, DOC, or unpaid leave of absence time will not accrue SALT time for these hours.
- Basic assumption is that the use of SALT time works similar to vacation time.
- In most cases SALT time is not to be used for sick related time. SALT time used for sick time not pre-approved is not acceptable. In limited circumstances a pre-approved doctor's appointment may be acceptable. See HR for special circumstances and review.
- Employees can have SALT time go negative. Example: Employee must have 8 hours of vacation balance on the books if they are requesting 8 hours of negative SALT time. SALT time cannot go negative more than the employee's vacation balance.
- Negative SALT time must balance out with vacation time at the end of each fiscal year. Example: -40 hours of SALT time will be balanced out by reducing 40 hours of vacation time at the end of the fiscal year.
- Employees are encouraged to use their SALT time to be off from work. General rule is to use accruals for approved time off in the following order: COMP, SALT, and VAC. However in situations where the employee is nearing vacation max out, an employee can be approved to use vacation and plan future time off with SALT time.
- Vacation max outs will not be approved. All supervisors and managers will be asked to grant and encourage staff to take vacation time.
- SALT time must be used if office closures occur. Any remaining balances not used during these closures will be used according to these guidelines.
- Anyone retiring within 12 months can be exempt from the 5% salary deduction and thus would not accrue SALT time. (A form for employees to request an exemption from the 5% salary deduction will be available prior to June 30, 2010)
- Employees cannot donate SALT time.
- All SALT time must be used by July 1, 2013 and does not have a value and cannot be cashed out.
- Extra Help employees will not accrue SALT time, but will be required to reduce their working hours by 104 hours for the fiscal year.