City and County of San Francisco

Department of Human Resources
Classification and Compensation

Personal or Work Related?

When Must Employees Use Their Paid Leave?

Personal – employee must use paid leave (e.g., vacation, floating holidays, compensatory time, parental leave and pre-retirement seminar release time)
Work Related – employee is paid as working

Activity	Personal	Work Related
Employment	• Applying for an exam/position • Competing in written or oral exam • Job interview	• Completing employment paperwork on or after start work date
Board / Commission Meetings	• Attending because of your personal interest, on behalf of a labor organization, or as part of your own appeal	• Attending as an authorized representative of your department as part of your job and/or as requested by your supervisor
Health Services	• Open enrollment or changes in enrollment status • Maximize Your Benefits Fair	• Electing benefits upon hire
Retirement	• Retirement Seminar[1] • Counseling Appointment	• Electing benefits upon hire
Training	• Employee elected training	• Employer directed training • Employee elected training that is job related and approved by employer
Community Service / Volunteering	• Volunteer at Bake Sales, Silent Auctions and other fundraisers	• Employer directed (e.g., enrolling volunteers for DPH to assist in inoculating residents for the H1N1 virus)
Grievance / Discipline / EEO	• Preparation for meeting with employer (e.g., meeting with union steward in advance of investigatory interview/meeting) • Attending a meeting with the employer as the representative of an employee, but not as the union representative	• Attending meeting with employer for which the employee or the employee's interest is the subject (e.g., Skelly Hearing, counseling, EEO intake meeting)
Deposition / Legal Hearing	• Not in relation to your job (e.g., employee testifying at trial as witness for plaintiff that is a City employee who is suing the City for discrimination)[2]	• Regarding a matter "reasonably in the scope of your job" (e.g., Police Officer testifying at a criminal trial as a witness for the DA regarding details of an arrest)
Workers' Compensation	• Attending your doctor appointment or occupational therapy; picking up prescriptions • Attending hearing at Workers' Compensation Appeals Board regarding your claim • Meeting with your attorney	• Attending medical appointments scheduled by claims staff • Attending hearing as a witness on behalf of the City • Meeting with City Attorney or City Investigator
Travel Time	• Commute (home ⇔ work) • Work related travel *not* during regular work hours (e.g., flying after work to conference in Seattle)	• Work related travel *during* regular work hours (Covered by FLSA – on any day; FLSA exempt – on regular work days)

Release Time – In order for an employee to obtain paid union release time, an *official representative* from the union must request release time for a *specifically identified purpose* and is subject to employer approval prior to the employee's release. Release time for citywide meet and confer (negotiations) must be approved by the Employee Relations Division or departmental HR in the event of departmental meet and confer. Absent exigent circumstances, unions should make such requests *at least 48 hours in advance* of the desired release.

[1] Exception for many MOUs that provide one day per the life of the MOU to attend pre-retirement seminars.
[2] Exception for SEIU, Local 1021 Misc. that allows employees to be on paid witness duty as long as not related to "outside employment or personal business".