What does LEAPP really mean?

LEAPP is the League’s work culture program. The basic idea of LEAPP is that as League employees, we all have results we are working towards achieving for our cities and for our fellow co-workers. Those results are our primary focus. When and where our work is performed is something each of us can determine, as long as we continue to meet our results. With that said, in a team environment, employees regularly check in with each other and with their supervisors to ensure adequate coverage prior to “unplugging” for a day or more. Your supervisor approves your results and is the primary person who determines whether you are meeting them. You and your supervisor will talk about your results often during your employment but especially during your annual performance evaluation.

What are the basic ground rules?

Yep, there are a few. Here are the most important ones:

**Keep your calendar up to date.** It’s important that your coworkers are able to schedule appointments with you. Also, the League is being flexible with you so please return the favor by being flexible about changing your personal commitments if someone is struggling to find a time that works for everyone and your calendar is the hold-up.

*Tip:* If you’re going to be unavailable for four or more hours, update your calendar to reflect that.

*Tip:* If you’re working offsite, show that time as “working elsewhere.”

**Be responsive.** Stay up to date on your e-mails and voicemails. Return e-mails and calls on the same business day as much as possible but always within 24 hours.

*Tip:* It’s perfectly fine to leave a voicemail or send an e-mail that says, “I don’t have your answer yet but I’m working on it; I should have it by (Friday).”

*Tip:* An ideal voicemail message is one that tells the caller when they can expect a return phone call.

**LEAPP is a privilege, not a right.** Under the LEAPP program, you only need to take vacation when you are gone for more than one full day. This gives you a lot of flexibility! With great flexibility, comes great responsibility … to meet your results and give the League your best effort on your job duties.

*Tip:* We expect and understand that employees will use the flexibility of LEAPP and sometimes that means less than a 40-hour work week, even for a non-exempt employee. If this occurs every week for an extended period of time, we might question whether there’s a need for a full-time position.

*Tip:* Non-Exempt employees who check their e-mail from home need to count that as “hours worked” and record it on their timesheet. That’s the law.

**LEAPP means you are treated like an adult.** Make your own decisions, spend your time the way that makes sense for your life. Just make sure you’re giving back as much as you’re getting.