



Subject: Paid Vacation Leave
 Effective Date: 2/21/2018
 Department: Human Resources
 Revised Date: [Policy Revised Date]

Revision: 2
 Policy Number: HRM-502
 Rescinded Date: [Policy Rescinded Date]

To All City Employees:

I. Purpose

To establish the policy of paid annual (vacation) leave as a benefit for City employees.

II. Policy

- A. Full-time probationary employees, regular employees and temporary-with-benefits employees working 37.5 or more hours weekly shall accumulate vacation leave at the following rates:

Length of Service	75 Hour Employees	80 Hour Employees	Sworn Fire	Sworn Police
0 – 3 years	3.692	3.938	5.538	3.692
4– 9 years	4.615	4.923	6.923	4.615
10 – 15 years	5.538	5.908	8.308	5.538
16 – 20 years	6.461	6.892	9.692	6.461
21 + years	7.384	7.877	11.077	7.384

- B. Part-time employees working an average of 30 hours per week for one year begin earning vacation leave in month thirteen (13) according to the following accrual table (See HRM 308 – Temporary/Part time Employment Policy):

Length of Service	Hours Earned Per 26 Biweekly Pay Periods
0 – 12 months	0
13 – 60 months (through year 5)	2
61 – 168 months (5 years through year 14)	3

III. Definitions

None

IV. Procedure

A. With supervisory approval, a full-time or temporary-with-benefits employee working 37.5 or more hours per week shall be able to take paid vacation leave as earned during the probationary period.

B. An employee continues to accumulate vacation leave while on paid leave. An employee must be on active pay status (actively working or on paid leave) for a minimum of eight (8) days during the bi-weekly pay period to earn sick and vacation accruals for that payroll. The employee's department is responsible for ensuring that accruals are stopped if the employee does not meet the requirement.

C. An employee will not work for the City at the same time that he/she is on paid leave of any type.

D. An employee may not use paid vacation leave earned by another employee.

E. Paid vacation leave may not be advanced (given before earned) to an employee.

F. An employee who voluntarily leaves City employment prior to successful completion of six (6) months of full-time employment is not eligible to be paid for accrued vacation leave.

G. During the year, a full-time employee may accumulate over 240 hours, firefighters may accumulate over 360, and part-time employees may accumulate over 60; however, the following stipulations apply:

1. As of December 31st of each year, only a maximum of 240 accumulated hours for full-time employees, 360 for Firefighters and 60 for part-time employees, will be carried over to the next year. All accumulated hours over these set maximums must be taken prior to December 31st of each year, or the excess hours will be converted to sick leave.

2. Upon leaving City employment an employee will be paid only up to these set maximum accumulated vacation hours, with resignations subject to Item H below.

H. An employee who resigns from City employment may be paid for unused annual leave (up to 240, 360 or 60 hours as applicable to the position) only if the notice listed below is given.

Employment Status	Minimum Notice Required (Calendar Weeks)
Part-time/Full-time Regular Non-exempt	One (1) week
Full-time Regular Exempt	Two (2) weeks
Division Manager and above	Three (3) weeks

Full-time regular employees who are separated from the City through the Reduction In Force (RIF) process or who retire will be paid for unused accrued vacation leave time up to 240 hours (360 for Firefighters). Part time employees will be paid for up to 60 hours of unused accrued vacation leave time if discontinued.

Full time regular employees who are discharged will be paid for unused accrued vacation leave time up to 240 hours (360 hours for Firefighters). Wages, which shall include payment for accrued leave, shall not be forfeited unless employees have received notice, and signed an understanding of the terms of forfeiture, prior to the time that the wages were earned and the leave was accrued. A criminal process (criminal summons, criminal charges or criminal indictment) for the theft of, or damage to, City property may create an exception to this payment of unused leave.

I. The Department Director is responsible for consistent application of paid vacation leave policies for his/her department and for assigning the responsibility to appropriate personnel for accurate recording and reporting of paid vacation leave used.

J. The employee requesting vacation leave must complete a Request for Leave form or submit a request via Employee Self Service (ESS) and submit it to his/her supervisor in advance of the beginning date of the requested leave. In the case of unforeseen emergencies, an employee may call the supervisor (on whatever terms are specified by his/her supervisor for sick leave) and request vacation leave; however, the employee will be charged with leave-without-pay if the request for vacation leave is denied. Every

effort will be made to grant an employee's leave request, but certain circumstances of the work situation may make it necessary to deny a specific leave request.

K. Completed Request for Leave forms will be retained as a departmental record for at least three (3) years.

L. Paid vacation leave requested and taken shall be recorded and reported in minimum .25 hour (15 minute) increments. The amount of time requested for leave (excluding unpaid meal breaks) should be accurately noted on the Request for Leave form.

M. The City Manager may grant additional vacation leave as part of a salary negotiation for Department Directors subject to approval of the City Council or as part of a City Council-approved incentive program.

V. Other

VI. Attachments

[Policy Attachments]