*City Personnel Policy*

# VACATIONS

POLICY: 505

Council approval: 11/13/2023

# Pages: 2

**POLICY:**

It is the policy of the City to provide each eligible full and part time employees with paid vacation time on an accrual basis. Paid vacation shall be paid at an employee's base hourly rate of pay, excluding overtime, bonuses, incentives, shift differential or any additional compensation.

**APPLICABILITY:**

All regular full-time and regular part-time employees.

**PROCEDURE:**

1. Unless provided otherwise, all full-time employees will accrue annual paid vacation according to the following schedule:

| Vacation | | | |
|---|---|---|---|
| | Accrual/Pay Period (hours) | Accrual/Year (hours) | Max Accrual Allowed (hours)* |
| New Hire | 3.08 | 80 | 160 |
| Starting on 6 year anniversary | 4.62 | 120 | 200 |
| Starting on 13 year anniversary | 6.16 | 160 | 240 |
| Starting on 19 year anniversary | 7.70 | 200 | 280 |

New accrual will appear on the payroll check that corresponds with the payroll period of the employee's anniversary.

*The max accrual provision shall not apply to Police and Fire Supervisory employees and employees who are grandfathered.

Vacation leave for regular part-time employees shall be prorated based on the ratio of regularly scheduled work hours of the employee to those of full-time employees.

2. **Assistant Fire Chiefs**. Vacation leave benefits for Fire Assistant Chiefs assigned to

a 56-hour work shift shall accrue at the rate of 72 hours of leave for each 40 hours of vacation in the schedule provided in #1 above.

A. An employee who is transferred from a 56-hour work schedule to a 40-hour work schedule shall have his/her vacation accumulation adjusted by dividing his/her 56-hour accumulation by 72 and multiplying the result of this calculation by 40.

B. An employee transferred from a 40-hour work schedule to a 56-hour work schedule shall have his/her vacation accumulation adjusted by dividing the 40-hour accumulation by 40 and multiplying the result of this calculation by 72.

C. Upon termination the vacation balance of the 40-hour employee will be converted to a 56-hour benefit and paid at the pay grade for Fire Assistant Chiefs working a 56-hour schedule.

3. Salaried employees as designated by the Mayor shall be able to take vacation as it accrues. All hourly employees will accrue vacation time but will not be eligible to use until the initial probationary period has been completed.

4. The limit for employees who were age 55 or older with at least 25 years' service with the City as of June 30, 2012, shall be twice their annual accumulation.

5. Upon separation from employment, compensation for unused vacation leave shall be paid.

6. Vacation shall not accrue for any hour during a pay period in which an employee is absent without leave, is on an unpaid leave of absence (including unpaid Family Medical Leave Act) or, is on terminal leave.

7. Unless otherwise provided, vacation must be charged as used, in amounts not less than four hours for salaried employees, and 15 minutes for hourly employees. All vacation leave must be requested by the employee and approved by the Department Head or designee prior to the date(s) of vacation.

8. Vacation pay for all employees will consist of the employee's base hourly rate of pay for the vacation period.

9. Department Heads reserve the right to designate when some or all vacations can be taken. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve vacation scheduling conflicts on a first-come first-served basis.