

7.2 Annual Vacation Leave

Personnel Procedures Approved: 5/8/2008

1. PURPOSE: To set forth the City's policy and procedures on annual vacation leave.
2. ORGANIZATIONS AFFECTED: All departments/divisions. Except where stated differently in a bargaining agreement, full-time and part-time regular, project term and limited term employees as indicated. Does not apply to temporary employees.
3. REFERENCES: Not applicable.
4. POLICY:

All regular, project term and limited term employees accrue vacation leave beginning with their first day of employment. Regular Non-Represented employees whose appointment is for less than 40 hours/week, but at least 20 or more hours per week, accrue vacation leave on a pro-rated basis. Non-Represented employees accrue vacation leave according to the following schedule:

<u>Completed Years of Continuous Full-Time Service from Date of Hire</u>	<u>Annual Accrual for Full-Time Employees</u>
0 to 3 years of service	12 days
4 to 8 years of service	15 days
9 to 13 years of service	18 days
14 to 18 years of service	20 days
19 and more years of service	22 days

Up to two year's accrual (based upon the employee's current rate of accrual) may be carried over to the following calendar year. Unexpended vacation leave at the end of each calendar year or upon separation from service in excess of the amount earned in a two year period shall be forfeited by the employee. Employees, except upon separation from service, and as provided for under Management Leave and employment agreements executed between the City Manager and Department Directors/Senior Managers, shall not be entitled to pay in lieu of using vacation leave. "At will" employment agreements for Department Directors/Senior Managers may provide a one-time cash-out of up to fifty percent of the employee's accrued vacation leave.

5. PROCEDURES:
 - A. New Employees. New employee accruals may only be used after successful completion of the employee's six month probationary period of employment, or after six months service for new employees serving a twelve month probationary period. Vacation leave must be earned before it can be taken.

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- B. Accrual. Vacation leave accrues each pay period based on working a full-time, 40 hour per week schedule.
- C. Scheduling of Annual Vacation Leave. Vacation leave is granted at a time approved by the Department Director (or their designee) in consideration of the needs of the department and the desires of the employee.
- D. Separation from Service. Upon separation from service with the City, regular, post-probationary employees are paid for all unused vacation leave earned within the stated limitations.
- E. Rate of Pay. While on vacation leave, employees are paid at their current rate of pay.