

### 8.3 VACATION LEAVE

**Policy:**

It is the policy of the City to provide its employees with accrued vacation leave with pay.

**Comment:**

Permanent full-time employees hired prior to January 1, 2011 shall accrue vacation leave in accordance with the following formula:

<b>Years Worked</b>	<b>Annual vacation hours earned</b>
1 - 5	96
6 - 9	112
10 - 14	136
15+	192

Permanent full-time employees hired on or after January 1, 2011 shall accrue vacation leave in accordance with the following formula:

<b>Years Worked</b>	<b>Annual vacation hours earned</b>
1 - 7	96
8 - 19	136
20+	192

Permanent part-time employees shall accrue vacation leave proportionate to the full-time rate.

Accrued vacation leave shall not exceed 520 hours maximum. For the Assistant Fire Chiefs and Battalion Chiefs who work a fifty-six (56) hour workweek, vacation leave shall not exceed 1500 hours. Employees represented by the IAFF, PBA, and LIU shall accrue vacation leave in accordance with their respective union contracts.

**Eligibility:**

An employee is eligible to take approved vacation after completing 6 months of satisfactory service.

**Provisions:**

Probationary Period - Employees serving a new-hire probationary period shall accrue vacation leave in accordance with the provisions of this section. New-hire, probationary employees are not eligible for paid vacation leave during their first 6 months of employment.

Scheduling - Requests for vacation shall be made at least five (5) working days in advance of use. In emergency cases, the Department Director may waive this requirement. The responsibilities of an employee's job may require the Department Director to restrict the scheduling of vacation during certain periods of the year. When practicable and in the best interests of the City, a Department Director may require the use of vacation time in amounts of forty (40) or more hours. Employees becoming sick while on vacation may use sick time for such period of illness providing a doctor's certificate is presented to the employee's Department Director for the Employee Health Nurse. Once an employee has requested that leave time be designated as sick or vacation and the request has been processed and charged to the employees leave balance, this designation may not be changed without the approval of the City Manager.

An employee who is absent from work for a fraction or part of the workday and is granted vacation leave with pay, shall be charged in increments of quarter hours.

Annual Buyback – One time per calendar year non-bargaining unit employees hired prior to January 1, 2011 may cash out up to 40 hours of accrued vacation leave at the employee's then current rate of pay, provided that the resulting accrued vacation leave balance after the buyback will remain greater than 100 hours. Bargaining unit employees should refer to the annual vacation buyback provisions of their respective union contracts. Employees hired on or after January 1, 2011 are not eligible for the annual buyback.

Advancement of Pay – Other than the annual buyback referred to immediately above, payment of accrued vacation time in lieu of actually taking vacation will not be permitted except as follows: (1) Employees entering military service, (2) separation from City employment, and (3) emergency or hardship cases with approval of the City Manager.

Accruals while on Leave - Employees shall continue to accrue leave while on approved vacation or sick leave. Accruals will cease when an employee is on an unpaid leave status.

Separation - Employees leaving employment with the City for any reason will be paid for any vacation credit earned, not to exceed the maximum, as of the date of their final paycheck. Upon retirement, whether entering DROP or terminating employment, employees may elect to receive up to 100% of their accrued vacation leave. Employees should refer to their respective pension plans and/or union contracts to determine the number of vacation leave hours that are eligible for use in determination of pension benefits. Employees are not required to cash out vacation leave at retirement when entering DROP. All earned vacation of employees who die in the service of the City shall be paid to the spouse or estate of said individual.