

7.1 Vacation Leave:

Paid vacation leave will be granted to all qualified full time employees

Vacation leave will be allotted on January 1st of each calendar year according to the following schedule:

1 - 6 years 80 hours/year

7-15 years 120 hours/year

Over 15 years 160 hours/year plus 8 hours for each year of service over 15 years.

Employees who have completed the training period will be able to use all of those allotted hours immediately.

Eligible employees who are hired during the year will accrue vacation time at the rate of 1.54 hours per pay period. Vacation must be accrued to be used. Employees-in-training accrue vacation leave (and are eligible for the January 1st allotment) but may not take such leave until they have successfully completed such training period. Employees on leaves of absence without pay or suspensions without pay do not accrue vacation leave benefits. Up to one-half of your annual allotment (or accrual) of vacation leave not used during the calendar year in which they are earned may be carried over into successive years up to a maximum accrual of 240 hours. Employees who have accrued vacation leave and are still in the training period will be able to carry over all accrued hours as they have not been able to use them. **These carried over hours will be held in a vacation leave bank. At no time will an Employee be able to bank more than 240 hours. These banked hours can be used in addition to the annual allotment during the year.**

For example, an Employee has accrued and carried over 200 hours as of 1-1-16 and is entitled to 160 hours in 2016, for a total of 360 hours. Employee takes only 40 hours of vacation so he has 120 hours left at the end of 2016. As the bank is capped at 240 hours the employee can only add 40 to the bank and 40 hours are forfeited.

It is the employee's responsibility to ensure that hours are used on a timely basis according to this policy.

Upon separation from employment, an employee will be paid for any accumulated vacation time for that year along with the balance of the banked time. Reimbursement for vacation leave will be at the employee's salary rate per their last day of employment. Vacation leave for the year of separation shall be pro-rated to the date of separation.

When an employee's vacation time falls on a holiday, such time is not to be subtracted from an employee's vacation leave balance.

Vacation leave must be scheduled with the employee's immediate supervisor at the earliest possible time prior to the use of such leave. The City reserves the right, within reason, to disapprove requested time for vacation leave for the purposes of maintaining the work force during heavy scheduled work periods. However, the City will make reasonable effort to accommodate employee requests for time off.

Vacation leave will be granted on a first come first serve basis, based on operational needs. The minimum amount that may be charged to an employee's vacation leave is one hour per leave period.

Vacation leave hours do not count as hours worked for purposes of computing overtime.