

Purpose

To allow and encourage every employee to renew their physical and mental capabilities and to remain a fully productive employee. Vacation leave also covers absences due to personal obligations, adverse weather conditions, and in lieu of sick leave, illness in the immediate family.

Policy

Employees shall receive vacation leave hours based on years of continuous service from initial date of benefit eligible employment and pro-rated based on hours worked annually.

Any personnel action/ position status change (i.e. full time eligible to part time not eligible or part time not eligible to full time eligible) which takes place during the employee's tenure shall result in an employee receiving vacation leave in accordance with this policy based on eligible years of continuous service.

Employees hired prior to January 1, 2007 and working more than 1,248 hours annually (average of 24 hours per week) (January 1st – December 31st) are eligible for this benefit.

Employees hired after January 1, 2007 and working more than 1,664 hours annually (average of 32 hours per week) (January 1st – December 31st) are eligible for this benefit.

Employees accrue vacation while in a paid status, excluding long term disability.

The Department Director/Manager shall be responsible for scheduling vacations to allow for adequate staffing to meet the departmental workload. This scheduling may specify periods during which some or all employees may not take vacation leave.

Accrual Rate

Vacation leave is earned on the following basis for full time employment:

| Years of eligible continuous service | Hours earned each pay period (26 pay periods) | Hours earned per year | Total days |
|---|--|----------------------------------|-------------------|
| 0-4 | 3.40 | 88.40 | 11.00 |
| Start of year 5-9 | 4.61 | 119.86 | 14.98 |
| Start of year 10 | 4.92 | 127.92 | 15.99 |
| Start of year 11 | 5.23 | 135.98 | 16.99 |
| Start of year 12 | 5.53 | 143.78 | 17.97 |
| Start of year 13 | 5.84 | 151.84 | 18.98 |
| Start of year 14 | 6.15 | 159.90 | 19.98 |
| Start of year 15 | 6.50 | 169.00 | 21.12 |

Vacation leave accrues proportionately, at the rate of 1/26 of the employee's "total days per year," during all pay periods.



Policy: **Vacation Leave**
Effective: 10/1/2007
Revised: 4/1/2014; 8/20/19

Maximum Accumulation

The following is a table of maximum accumulation based on years of continuous service. Maximum accumulation is twice the number of hours an employee earns during a 12-month period.

| Years of eligible continuous service | Maximum Hours | Maximum Days |
|--------------------------------------|---------------|--------------|
| 1 - 4 years | 176.80 | 22.10 |
| 5 - 9 years | 239.72 | 29.96 |
| 10 years | 255.84 | 31.98 |
| 11 years | 271.96 | 33.99 |
| 12 years | 287.56 | 35.94 |
| 13 years | 303.68 | 37.96 |
| 14 years | 319.80 | 39.97 |
| 15 years | 338.00 | 42.25 |

Waiting Period

No waiting period. Employee earns vacation leave from date of employment.

Earned vacation availability

The computer system will calculate vacation and post at the end of each pay period. The accumulated leave hours will be available for use in the period in which it is earned. Borrowing from future earned vacation hours or going into a negative vacation leave balance is prohibited.

Forfeitures

It is the responsibility of the employee to be cognizant of his or her accrual from one pay period to the next to ensure that the maximum accumulation listed above is not exceeded.

Employees shall forfeit vacation leave that exceeds the maximum accumulation. There are no exceptions to this policy, except for the following:

- The City Administrator may waive this for a temporary period of time if the City cancels a scheduled vacation or if a vacation request is turned down due to workload or emergency. This is the exception not the rule.

Requesting timelines

The employee will complete a "Leave/Absence" form (see section 11) based on the following:

- For each leave period requested, leave shall be taken in units of no less than one hour.
- Vacation request of less than one day, one, two or three days must be requested as soon as reasonably possible.
- Vacation request of greater than three days should be requested at least 14 calendar days in advance.

Vacation approval, denial or cancellation

Vacation leave must be approved by the Department Director/ Manager and may be denied due to inadequate notice, or interference with the City's ability to perform

public service.

The employer will consider the preferences of the employee and the needs of the department to provide public service when responding to a “Leave/Absence” form.

The Department Director/Manager will provide a signed copy of the “Leave/Absence” form as a response to the Employee’s request for major vacations within ten (10) working days of the Department Director/Manager receipt of the Leave/Absence form. Failure of the Department Director/ Manager to provide the signed form within 10 days will cause the vacation to be approved.

Should the Department Director/ Manager need to deny the vacation, the Department Director/ Manager will void the “Leave/Absence” form and will write a brief memo to the employee as to the reason for denial within 10 working days of the original request.

Vacation requests approved by the Department Director/Manager cannot be cancelled unless the life and safety of the public is a concern.

If an employee does not work all hours scheduled in a pay period and has not requested accrued leave, the employee’s paycheck will be supplemented with the employee’s accumulated vacation time in order to make the employee’s paycheck whole.

Exceeding 81 hours A vacation request exceeding eighty-one consecutive hours requires the approval of the City Administrator.

Floating holidays, comp time, or holiday hours may not be used to extend the number of hours absent from work beyond the eighty-one hours of vacation leave without approval of the City Administrator.

Holiday during vacation leave If a regularly scheduled holiday falls during an employee’s vacation, it will not be considered vacation leave but holiday leave.

Sick leave during vacation leave. If an employee becomes ill or injured during a scheduled vacation leave, it will not be considered vacation leave if the employee is able to provide adequate medical records.

Funeral leave during vacation leave If the employee suffers the loss of a family member or relative during vacation leave, and funeral leave is appropriate, the time off for funeral leave will not be considered vacation leave.

Vacation Buy Out Employees may request up to forty (40) hours of accumulated vacation as cash instead of time off once per year. Criteria for requesting a buy out:

- Employee will complete a “leave/absence” form (see section 11) to initiate the buy out.
- Employee must submit “sell vacation or comp time hours” form four weeks in advance of needing the buy out.

Resignation Termination Any employee leaving the city in good standing, after giving proper notice of such termination of employment, shall receive earned unused vacation to the date of



Policy: **Vacation Leave**
Effective: 10/1/2007
Revised: 4/1/2014; 8/20/19

| | |
|--|--|
| Retirement | separation based on PEBSCO <u>Health Care Savings Plan (HCSP)</u> contract requirements. |
| Death of Employee | If an employee dies while in the employment of the City, the earned vacation hours shall be paid to the employee's estate. |
| Injury on Duty- Worker's Compensation | <p>An employee may utilize vacation hours while receiving worker's compensation benefits to receive uninterrupted wages and benefits. The employee must:</p> <ul style="list-style-type: none">• Request vacation utilization during a worker's compensation leave from the Human Resources department.• Endorse the worker's compensation check received from the Worker's Compensation insurance company to the City.• Human Resources will divide the worker's compensation check amount by the employee's hourly wage resulting in an employee personal action form that reinstates vacation hours to the employee's vacation account. |
| Recruiting Balances | The City Administrator has the authority to establish beginning levels of vacation leave for recruiting purposes. In making such a determination, the City Administrator will consider the prospective employee's qualifications, education, prior experience, length of service in the same or similar jobs, and the needs of the City. |