



# VACATION LEAVE

PM-46-02

## Section: 42-00, LEAVE WITH PAY

The City provides vacation leave benefits to all regular, full-time employees who work a standard City workweek.

Vacation leave benefits do not apply to contingent employees.

Grant employees will receive vacation leave benefits in accordance with the guidelines of the grant or the enabling Act under which they are employed.

### VACATION LEAVE ACCRUAL

SERVICE CREDIT	ACCRUAL	EXPLANATION
Up to 6 months	None	N/A
6-month anniversary	5 days (40 hours)	N/A
1-year anniversary (during 2 <sup>nd</sup> calendar year)	5 days (40 hours)	If hired on/after July 1
	10 days (80 hours)	If hired before July 1
3 <sup>rd</sup> , 4 <sup>th</sup> , and 5 <sup>th</sup> calendar year	10 days (80 hours)	10 days accrue at beginning of year
6 <sup>th</sup> calendar year	11 days (88 hours)	10 days accrue at beginning of year; 11 <sup>th</sup> day accrues on 6-year anniversary
7 <sup>th</sup> calendar year	12 days (96 hours)	11 days accrue at beginning of year; 12 <sup>th</sup> day accrues on 7-year anniversary
8 <sup>th</sup> calendar year	13 days (104 hours)	12 days accrue at beginning of year; 13 <sup>th</sup> day accrues on 8-year anniversary
9 <sup>th</sup> calendar year	14 days (112 hours)	13 days accrue at the beginning of year; 14 <sup>th</sup> day accrues on 9-year anniversary
10 <sup>th</sup> calendar year	15 days (120 hours)	14 days accrue at beginning of year; 15 <sup>th</sup> day accrues on 10-year anniversary
11 <sup>th</sup> calendar year	16 days (128 hours)	15 days accrue at beginning of year; 16 <sup>th</sup> days accrues on 11-year anniversary
12 <sup>th</sup> calendar year	17 days (136 hours)	16 days accrues at beginning of year; 17 <sup>th</sup> day accrues on 12 <sup>th</sup> anniversary



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13 <sup>th</sup> calendar year	18 days (144 hours)	17 days accrue at beginning of year; 18 <sup>th</sup> day accrues on 13 <sup>th</sup> year anniversary
14 <sup>th</sup> calendar year	19 days (152 hours)	18 days accrue at beginning of year; 19 <sup>th</sup> days accrues on 14-year anniversary
15 <sup>th</sup> calendar year	20 days (160 hours)	19 days accrue at beginning of year; 20 days accrues on 15-year anniversary
16 <sup>th</sup> calendar year	20 days (160 hours)	20 days accrue at beginning of year
17 <sup>th</sup> calendar year	21 days (168 hours)	20 days accrue at beginning of year; 21 days accrue on 17-year anniversary
18 <sup>th</sup> calendar year	21 days (168 hours)	21 days accrue on 17-year anniversary
19 <sup>th</sup> calendar year	22 days (176 hours)	21 days accrue at beginning of year; 22 days accrue on 19-year anniversary
20 <sup>th</sup> calendar year	22 days (176 hours)	22 days accrue at beginning of year
21 <sup>st</sup> calendar year	23 days (184 hours)	22 days accrue at beginning of year; 23 <sup>rd</sup> day accrues on 21-year anniversary
22 <sup>nd</sup> calendar year	23 days (184 hours)	23 days accrue at beginning of year;
23 <sup>rd</sup> calendar year	24 days (192 hours)	23 days accrue at beginning of year; 24 <sup>th</sup> day accrues on 23-year anniversary
24 <sup>th</sup> calendar year	24 days (192 hours)	24 days accrue at beginning of year
25 <sup>th</sup> calendar year	25 days (200 hours)	24 days accrue at beginning of year; 25 <sup>th</sup> day accrues on 25-year anniversary
26 <sup>th</sup> calendar year and thereafter	25 days (200 hours)	25 days accrue at beginning of year



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### **EXAMPLE 1 (hired on/after July 1)**

Date of Employment: 12/15/2001  
6-month anniversary: 06/15/2002 (Accrues 5 days to be used by 12/31/2002\*)  
1-year anniversary: 12/15/2002 (Accrues 5 days to be used by 12/31/2002\*)  
Beginning of 3<sup>rd</sup> calendar year: 01/01/2003 (Accrues 10 days to be used by 12/31/2003\*)

### **EXAMPLE 2 (hired before July 1)**

Date of Employment: 06/15/2001  
6-month anniversary: 12/15/2001 (Accrues 5 days to be used by 12/31/2001\*)  
1-year anniversary: 6/15/2002 (Accrues 10 days to be used by 12/31/2002\*)  
Beginning of 3<sup>rd</sup> calendar year: 01/01/2003 (Accrues 10 days to be used by 12/31/2003\*)

### **\*UNLESS CARRYOVER APPROVED**

**NOTE:** Employees covered by the Memorandum of Understanding with International Association of Fire Fighters, Local 1784 may accrue vacation leave time differently based on their work schedule and should consult their memorandum of understanding.

### **QUALIFICATION AND REQUIREMENTS FOR VACATION LEAVE**

- Vacation leave can only be used by the employee who has accrued the leave.
- Vacation leave is subject to scheduling and approval by management in accordance with division work schedules, employee seniority, the employee preference, and applicable Memorandum of Understanding.
- An employee must give appropriate notice to his/her supervisor when requesting vacation leave.
- Vacation should be used within the same calendar year it is accrued.
- Pay for vacation leave will be at the employee's regular rate of pay at the time the leave is taken to include any amounts (such as shift premium pay) considered compensation for work.
- Employees cannot accrue vacation days while on leave of absence without pay. Vacation leave accrual will resume on the first full day the employee returns to work.
- An Employee who is on leave of absence without pay that exceeds 30 calendar days will have his/her date of employment adjusted to reflect that time period. On January first of the next year, vacation days accrued will be prorated.

### **VACATION LEAVE AND OTHER ABSENCES**

- Vacation leave will accrue while an employee is on approved paid sick leave.
- If an employee is on approved vacation and becomes ill, he/she may continue to use vacation leave or use sick leave. Management reserves the right to require documentation.



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- If an employee is on vacation and has a death in the family, he/she may continue to use vacation leave or, if eligible, follow the provisions of the BEREAVEMENT LEAVE POLICY. Management reserves the right to require documentation.
- Holidays that occur while an employee is on vacation shall be charged as holiday leave.
- Accrued vacation leave that has been frozen will be available for use on the first full day the employee returns to work. However, upon receiving benefits from the Long Term Disability Income Plan and/or separation from the City, the employee will receive payment for frozen vacation leave in a lump sum.

### **CARRYOVER VACATION**

It is management's responsibility to schedule the workflow so that employees can take vacation during the same calendar year in which it was accrued.

In the event of extenuating circumstances when an employee cannot use vacation leave within the same calendar year. If OJI prevents an employee from taking vacation leave within the calendar year, it will be carried over to the next calendar year. The Division Director or designee should submit the request with justification to the Director of Human Resources by November 15 of the year in which the leave was to be used. The Director of Human Resources shall approve or deny the request on or before December 1.

Any approved carryover vacation must be taken within the first quarter of the next calendar year. If circumstances prevent the scheduling within the first quarter, a new request to carryover the vacation into the second quarter must be submitted with justification to the Director of Human Resources by February 15<sup>th</sup> of the carryover year. The Director of Human Resources shall approve or deny by March 1. Any carryover vacation that is not approved to be carried over into the second quarter and is not used during the first quarter will be forfeited.

Any vacation approved to be carried over into the second quarter must be used within that quarter or will be forfeited unless approved by the Director of Human Resources or designee and the Chief Administrative Officer.

Due to the inability to designate persons to assume the job responsibilities and the demands of the Chief Executive and Administrative Officer positions, alternative arrangements may be made for vacation days as approved by the Director of Human Resources.

### **ADJUSTED DATE OF EMPLOYMENT**

The Adjusted Date of Employment shall govern the seniority status and the vacation time given. An employee hired from another agency in accordance with the SENIORITY RIGHTS AND ADJUSTED DATE OF EMPLOYMENT POLICY cannot transfer his/her vacation leave; however, he/she is eligible to request an Adjusted Date of Employment.



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## SEPARATION FROM PAYROLL

- Any unused accrued vacation leave or carryover vacation shall be paid out only at separation of employment.
- An employee who separates from payroll will receive prorated payment for vacation only after he/she has entered the third calendar year of employment and has completed 24 full months of continuous regular, full-time employment.

## PRORATED VACATION CALCULATION

For eligible employees, vacation is prorated by taking the number of vacation days the employee currently accrued, dividing by 12 months, and multiplying that answer by the number of full months the employee worked in the year of separation.

**Example 1:** 10 vacation days<sup>1</sup> ÷ 12 mos. = 0.833 × 4 months<sup>2</sup> = 3.33 or 3 days<sup>3</sup>

**Example 2:** 25 vacation days<sup>1</sup> ÷ 12 mos. = 2.083 × 7 months<sup>2</sup> = 14.58 or 15 days<sup>3</sup>

<sup>1</sup>- number of vacation days employee currently accrues

<sup>2</sup>- number of months worked in year of separation

<sup>3</sup>- Round to whole day (any amount **.50** or greater, round up; otherwise round down).