
CITY OF KETTERING — ADMINISTRATIVE POLICIES

PERSONNEL POLICIES & PROCEDURES

8/06

Policy No. 302: Vacation Leave

A. Eligibility to Use Vacation Leave

1. Regular full-time and regular part-time employees who accrue vacation leave are eligible to use this benefit in accordance with this Policy. An employee may not use vacation leave for a period of ninety (90) days after initial appointment or last break in service. Supervisors and employees should review applicable bargaining agreements when contemplating the scheduling or use of vacation leave.

B. Usage, Scheduling and Reporting

1. Scheduling of employee vacation leave shall be the responsibility of the Department Director or designee at the request of the employee. The Department Director or designee shall make every effort to accommodate the vacation request of an employee.
2. In the event the maintenance of efficient staffing levels will not allow for several employees to take simultaneous vacations, the Department Director or designee shall determine which employee(s) will be allowed to take vacation days based on such considerations as the date the request was received, circumstances of the request and business necessity.
3. All requests for leave shall be made on a leave form and shall be charged to the nearest 30 minutes when calculating uneven hours of leave.
4. Vacation leave records shall be maintained by the Department. The standard Leave Report Form, or a similar form approved by the Director of Human Resources, shall be used to report, and to receive authorization, for vacation leave usage.

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5. The Department Director may establish vacation leave request and reporting policies, which are more stringent than those outlined here, in accordance with Policy No. 1001: Policy Modifications.

C. Accrual

1. All regular full-time and regular part-time employees accrue (earn) vacation leave at the rates indicated in the following Vacation Leave Accrual Table. The “Regular/Scheduled Hours” referred to in the Table are those hours for which an employee is being paid (excluding overtime), such as: work performed; a paid leave of absence; or a paid unworked holiday.
2. When a 40-hour workweek Firefighter is transferred to a 56-hour workweek schedule, any balance of vacation leave will be multiplied by 1.4. When a Firefighter is transferred from a 56-hour workweek schedule to a 40-hour workweek schedule, the balance of vacation leave will be multiplied by .7142 (5/7).
3. When an employee becomes eligible for an increased rate of accumulation due to length of service, the higher rate of accumulation shall begin at the start of the pay period which is closest to the employee’s anniversary date (“Leave Date”) as noted on the following Vacation Leave Accrual Table.
4. The standard Vacation Year extends from the first day of the pay period closest to October 1st of one year, through the last day of the pay period closest to September 30th of the next year.
 - a. The City Manager is authorized to designate alternate Vacation Year periods for specific groups of employees. The City Manager may also extend Vacation Year periods for employees on a case-by-case basis.

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- b. Vacation leave may be accumulated and carried forward into subsequent Vacation Years, except that any vacation days in excess of thirty (30) days (336 hours for firefighters on a 56-hour workweek) are dropped and lost at the end of the Vacation Year.
- c. Except for employees in Pay Grades 200 through 212, accumulated vacation leave may only exceed the maximum 30 day accumulation limit at the end of one Vacation Year if the employee has notified the Human Resource Department in writing of their commitment to retire on a specific date.
- d. Employees in Pay Grades 200 through 212 are not eligible to carry additional vacation leave over from one year to the next, for the purposes of retirement. At the end of the vacation year immediately preceding retirement, the maximum accumulation may not exceed 30 vacation days.
- e. For employees in all other eligible Pay Grades, the limit on vacation leave accumulation will be lifted effective the date such retirement notice is received; but accumulation of leave beyond the normal 30 day maximum shall not occur for more than a one year period.
- f. Accumulation of vacation leave beyond the 30-day limit applies only to retirement, and it shall not be valid for any other type of separation.

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VACATION LEAVE ACCRUAL TABLE

EMPLOYEE GROUP & AVERAGE NUMBER OF REGULAR /SCHEDULED HOURS	YEARS OF SERVICE FROM EMPLOYEE'S LEAVE DATE	VACATION LEAVE ACCRUAL		
		RATE/ HOUR	HRS/PAY PERIOD	HOURS/ YEAR
Regular Full-Time (Excluding Below)	Less than 5	0.0385	3.0800	80
Hrs/Day (Shift) = 8	5 Up to 10	0.0462	3.6960	96
Hrs/Workweek = 40	10 Up to 15	0.0615	4.9200	128
Hours/Annum = 2,080	15 Up to 20	0.0769	6.1520	160
<i>(Effective: 04/10/00)</i>	20 Up to 25	0.0885	7.0800	184
	Over 25 Yrs	0.0962	7.6960	200
Police Sgt. & Lt	Less than 5	0.0385	3.0800	80
Hrs/Day (Shift) = 8	5 Up to 10	0.0538	4.3040	112
Hrs/Workweek = 40	10 Up to 15	0.0692	5.5360	144
Hours/Annum = 2,080	15 Up to 20	0.0808	6.4640	168
<i>(Effective: 10/02/06)</i>	20 Up to 25	0.0885	7.0800	184
	Over 25 Yrs	0.0962	7.6960	200
Police Patrol Officer	Less than 5	0.0385	3.0800	80
Hrs/Day (Shift) = 8	5 Up to 10	0.0538	4.3040	112
Hrs/Workweek = 40	10 Up to 15	0.0692	5.5360	144
Hours/Annum = 2,080	15 Up to 20	0.0808	6.4640	168
<i>(Effective: 04/17/06)</i>	20 Up to 25	0.0885	7.0800	184
	Over 25 Yrs	0.0962	7.6960	200
Public Service Union	Less than 5	0.0385	3.0800	80
Hrs/Day (Shift) = 8	5 Up to 10	0.0462	3.6960	96
Hrs/Workweek = 40	10 Up to 15	0.0615	4.9200	128
Hours/Annum = 2,080	15 Up to 20	0.0769	6.1520	160
<i>(Effective: 05/08/00)</i>	20 Up to 25	0.0885	7.0800	184
	Over 25 Yrs	0.0962	7.6960	200
Fire Dispatcher	Less than 5	0.0385	3.0800	80
Hrs/Day (Shift) = 8	5 Up to 10	0.0462	3.6960	96
Hrs/Workweek = 40	10 Up to 15	0.0615	4.9200	128
Hours/Annum = 2,080	15 Up to 20	0.0769	6.1520	160
<i>(Effective: 06/05/00)</i>	20 Up to 25	0.0885	7.0800	184
	Over 25 Yrs	0.0962	7.6960	200
Firefighter (8-Hr)	Less Than 5	0.0385	3.0800	80
Hrs/Day (Shift) = 8	5 Up to 10	0.0500	4.0000	104
Hrs/Workweek = 40	10 Up to 15	0.0692	5.5360	144
Hours/Annum = 2,080	15 Up to 20	0.0808	6.4640	168
<i>(Effective: 09/04/06)</i>	20 Up to 25	0.0885	7.0800	184
	Over 25 Yrs	0.0962	7.6960	200

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EMPLOYEE GROUP & AVERAGE NUMBER OF REGULAR /SCHEDULED HOURS	YEARS OF SERVICE FROM EMPLOYEE'S LEAVE DATE	VACATION LEAVE ACCRUAL		
		RATE/ HOUR	HRS/PAY PERIOD	HOURS/ YEAR
Firefighter (10-Hr)	Less Than 5	0.0385	3.0800	80
Hrs/Day (Shift) = 10	5 Up to 10	0.0500	4.0000	104
Hrs/Workweek = 40	10 Up to 15	0.0692	5.5360	144
Hours/Annum = 2,080	15 Up to 20	0.0808	6.4640	168
<i>(Effective: 09/04/06)</i>	20 Up to 25	0.0885	7.0800	184
	Over 25 Yrs	0.0962	7.6960	200
Firefighter (24-Hr)	Less Than 5	0.0385	4.3120	112
Hrs/Day (Shift) = 24	5 Up to 10	0.0500	5.6000	146
Hrs/Workweek = 56	10 Up to 15	0.0692	7.7504	202
Hours/Annum = 2,912	15 Up to 20	0.0808	9.0496	235
<i>(Effective: 09/04/06)</i>	20 Up to 25	0.0885	9.9120	258
	Over 25 Yrs	0.0962	10.7744	280
Fire Captain (8-Hr)	Less Than 5	0.0385	3.0800	80
Hrs/Day (Shift) = 8	5 Up to 10	0.0500	4.0000	104
Hrs/Workweek = 40	10 Up to 15	0.0692	5.5360	144
Hours/Annum = 2,080	15 Up to 20	0.0808	6.4640	168
<i>(Effective: 09/04/06)</i>	20 Up to 25	0.0885	7.0800	184
	Over 25 Yrs	0.0962	7.6960	200
Fire Captain (10-Hr)	Less Than 5	0.0385	3.0800	80
Hrs/Day (Shift) = 8	5 Up to 10	0.0500	4.0000	104
Hrs/Workweek = 40	10 Up to 15	0.0692	5.5360	144
Hours/Annum = 2,080	15 Up to 20	0.0808	6.4640	168
<i>(Effective: 09/04/06)</i>	20 Up to 25	0.0885	7.0800	184
	Over 25 Yrs	0.0962	7.6960	200
Fire Captain (24-Hr)	Less Than 5	0.0385	4.3120	112
Hrs/Day (Shift) = 24	5 Up to 10	0.0500	5.6000	146
Hrs/Workweek = 56	10 Up to 15	0.0692	7.7504	202
Hours/Annum = 2,912	15 Up to 20	0.0808	9.0496	235
<i>(Effective: 09/04/06)</i>	20 Up to 25	0.0885	9.9120	258
	Over 25 Yrs	0.0962	10.7744	280
Regular Part-Time	Less than 5	0.0385	Varies	Varies
Hrs/Day (Shift) = Varies	5 Up to 10	0.0462	Varies	Varies
Hrs/Workweek = Varies	10 Up to 15	0.0615	Varies	Varies
Hours/Annum = Varies	15 Up to 20	0.0769	Varies	Varies
<i>(Effective: 04/10/00)</i>	20 Up to 25	0.0885	Varies	Varies
	Over 25 Yrs	0.0962	Varies	Varies

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D. Advance Credit

1. To provide flexibility in vacation scheduling, employees with over one year of service shall be permitted, at the discretion of the Department Director and the Director of Human Resources, to obtain up to 10 days of vacation leave credit in advance of accrual.
2. Advanced credit, however, shall be covered by earned vacation leave accrual by the end of the Vacation Year, unless special exception is made by the Director of Human Resources on an individual basis to extend the allowable time period to cover advance credit by vacation leave accrual.

E. Conversion of Vacation Leave

1. Employees who leave City employment after completing six (6) months of service are entitled to compensation, at their base rate of pay, for any accrued but unused vacation leave.
2. Deceased employees who have completed six (6) months of service shall have any accrued but unused vacation leave paid to their Estate, at their base rate of pay, through the payroll process.
3. Employees who leave City employment prior to completing six (6) months of service shall have their vacation leave balance set to zero (0).

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

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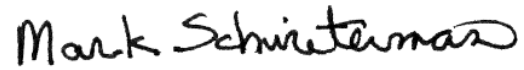
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Approved:

9/18/06

Date

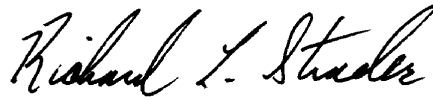


Mark Schwieterman
City Manager

Issued:

10/27/06

Date



Richard L. Strader
Director of Human Resources