

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 used according to the applicable bargaining agreement or in increments determined by the Department Director or Human Resource Director. Supervisors and employees should review applicable bargaining agreements 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 Human Resource Director, shall be used to report, and to receive authorization, for vacation leave usage.
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 applicable Vacation Leave Accrual Table. The Vacation Leave Accrual Tables can be found in the personnel ordinance or the applicable bargaining agreements.
2. 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 applicable Vacation Leave Accrual Table in the Personnel Ordinance or applicable collective bargaining agreement.
3. 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.

- 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. 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. The limit on vacation leave accumulation will be lifted effective the date an employee's retirement notice is received; but accumulation of leave beyond the normal 30 day maximum shall not occur for more than a one year period.
- e. 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.

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 Human Resource Director, 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 Human Resource Director 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), unless otherwise determined by the Human Resource Director.

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

Approved:

12/20/22
Date

Mark Schwieterman
Mark Schwieterman
City Manager

Issued:

12.22.22
Date

Jenny Smith
Jenny Smith
Human Resource Director