



**CITY OF SANTA ANA
ADMINISTRATIVE
POLICIES AND PROCEDURES**

[Signature]
CITY MANAGER'S AUTHORIZATION

SECTION

Personnel

POLICY ON COMPENSATION FOR MANAGEMENT TIME

DATE

May 18, 1992

NUMBER

When a management employee reverts to a non-management classification, that employee shall be compensated for any accrued, unused management vacation time, at the rate of pay in effect on the day immediately preceding the effective date of reversion. Regular accrued vacation is carried forward to the non-management classification.

Management vacation time refers to the vacation provided exclusively to management employees per Section 6.8 B. of Resolution No. 91-066, the Basic Compensation Plan for Unrepresented Executive and Middle Management Employees, which provides that management employees receive "An additional five (5) working days per year over the regular and longevity vacation schedules applicable to represented employees of the City..."