

## Vacation Policy

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- 1.0 POLICY STATEMENT:** Annual paid vacation is one of the ways that the City shows appreciation to employees for their length of service and good work. City management further believes that employees work more efficiently if they regularly take vacation time away from their normal work routine. Employees are encouraged to take vacation each year.
- 2.0 PROCEDURES:** Vacation leave is paid leave that is granted to each eligible employee for vacations and personal time off. This leave is to be taken on days upon which an employee would otherwise work and receive pay, excluding holidays and non-working days.
- 2.1 Vacation benefits under this plan apply to all regular full-time and regular part-time employees. Temporary, seasonal and contractual employees are not eligible for vacation leave. An employee must complete six (6) months continuous employment before being eligible to take any vacation.
  - 2.2 Vacations scheduled will be approved by department heads with due consideration given to staffing requirements, employee's length of service and employee preference. Vacations should be requested and approved at least two weeks in advance or through department procedures to allow for departmental workload adjustment.
  - 2.3 Employees shall be entitled to vacation leave and vacation accumulation prorated on the basis of the number of hours worked weekly.
  - 2.4 Any eligible employee that leaves the employment of the City will be paid vacation equal to the amount of accrual based on the employee's effective hourly rate on the next pay period immediately following termination date.
  - 2.5 The annual salary of Fire Bureau employees working a 24-hour shift will be divided by 3072 to get the hourly rate which would then be multiplied by the number of hours of vacation leave. (This is a prorated figure, i.e.  $2080 \times 24$  divided by  $16.25 = 3072$ .) The following is an example: \$20,000 annual salary divided by 3072 = \$6.51 hourly rate  $\$6.51 \times 295.4$  hours (200 current hours of accrued but unused vacation leave  $\times 1.477$ ) = \$1,923.
  - 2.6 For the purpose of vacation accumulation, the most recent date of hire will be used when earning vacation according to this policy.

*2.7 City Employee Vacation Accrual*

| <u>Years of Service</u> | <u>Vacation Days</u> | <u>Monthly Hourly<br/>Accrual</u> | <u>Total Maximum Limit</u> |
|-------------------------|----------------------|-----------------------------------|----------------------------|
| under 5 years           | 10                   | 6.67                              | 160                        |
| 6 to 10 years           | 13                   | 8.67                              | 160                        |
| 11 to 15 years          | 16                   | 10.67                             | 240                        |
| 16 to 20 years          | 19                   | 12.67                             | 272                        |
| 20+ years               | 22                   | 14.67                             | 320                        |

*2.8 Fire Department Shift Personnel Vacation Accrual*

| <u>Years of Service</u> | <u>Vacation Days</u> | <u>Monthly Hourly<br/>Accrual</u> | <u>Total Maximum Limit</u> |
|-------------------------|----------------------|-----------------------------------|----------------------------|
| under 5 years           | 5 Shifts             | 10                                | 240                        |
| 6 to 10 years           | 6.5 Shifts           | 13                                | 240                        |
| 11 to 15 years          | 8 Shifts             | 16                                | 360                        |
| 16 to 20 years          | 9.5 Shifts           | 19                                | 408                        |
| 20+ years               | 11 Shifts            | 22                                | 480                        |

\*\*\*NOTE\*\*\* These computations were achieved by increasing a 16.25-hour day to a 24-hour day which is a 47.7% increase in hours then multiplying current hours earned per month by 1.477.

**3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

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M. Denis Peterson  
City Manager

Original:  
Revisions: 05/15/2007, 9/1/2017