

Vacation Policy

- 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 urged 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 based on the number of hours worked weekly. An employee must complete six (6) months continuous employment before being eligible to take any vacation. Temporary, seasonal and contractual employees are not eligible for vacation leave.
 - 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 accumulation. During the calendar year employees are allowed to accumulate a vacation leave balance that exceeds the employee's allowed maximum limit. However, at the end of the calendar year, but not later than the first pay period ending in January, all employee vacation balances exceeding the limit will be reduced to the total maximum limit.
 - 2.4 Any eligible employee that leaves the employment of the City will be paid for earned vacation days equal to the amount of accrual based on the employee's effective hourly rate on the next pay period immediately following the termination date. The number of vacation hours paid to employees leaving employment shall not exceed the employee's current total maximum limit as set forth below in Section 2.7 for Fire Department shift personnel and Section 2.8 for all other City employees.
 - 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. 2080×24 divided by $16.25 = 3072$.) The following is an example: \$20,000 annual salary

divided by 3072 = \$6.51 hourly rate \$6.51 x 295.4 hours (200 current hours of accrued but unused vacation leave x 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 *Fire Department Shift Personnel Vacation Accrual*

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Monthly Hourly Accrual</u>	<u>Total Maximum Limit</u>
under 10 years	5 Shifts	10	240
10 to 15 years	7.5 Shifts	15	360
15 years	8 Shifts	16	384
17 years	8.5 Shifts	17	408
19 years	9 Shifts	18	432
21 years	9.5 Shifts	19	456
23+ years	10 Shifts	20	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.

2.8 *City Employee Vacation Accrual*

<u>Years of Service</u>	<u>Vacation Days</u>	<u>Monthly Hourly Accrual</u>	<u>Total Maximum Limit</u>
under 10 years	10	6.67	160
10 to 15 years	15	10.00	240
15 years	16	10.67	256
17 years	17	11.34	272
19 years	18	12.00	288
21 years	19	12.67	304
23+ years	20	13.34	320

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

APPROVED:

M. Denis Peterson
City Manager

Original:
Revisions: 05/15/2007, 01/01/2015