



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 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 unless an exception is approved by their direct supervisor.
- 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. 2080×24 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 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 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.

2.9 On January 1st of each year any vacation time that exceeds the total maximum limit for an employee will be converted to sick time.

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

APPROVED:

Cathy D. Ball
City Manager

Original:
Revisions: 05/15/2007, 9/1/2017, 3/1/2024