



ADMINISTRATIVE POLICY 311 – VACATION LEAVE

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| RESPONSIBLE DEPARTMENT/ DIVISION | Human Resources | | |
| EFFECTIVE DATE | 09/2018 | LAST UPDATED | 10/01/2022 |
| RELATED POLICIES AND PROCEDURE(S) | Policy 306, Part-Time Employee Policy 320, Leave of Absence Without Pay Policy 322, Family and Medical Leave Policy 711, Workers' Compensation Policy 712, Work-Related Modified Duty Assignment Policy 810, Employee Separation Policy 811, Reduction in Force | | |

SECTION 311-10. PURPOSE AND SCOPE

To provide paid time off for a restful break and support the City's goal to attract and retain quality employees. This policy applies to all regular employees. For employees with one (1) to four (4) years of service, and greater than 160 hours of accrued vacation leave on or before October 1, 2022, their leave balances will not be reduced. However, they will not accrue addition leave until their balance drops below 160 hours or they reach five (5) years of service.

SECTION 311-20. POLICY

(a) GENERAL

- (1) The City encourages employees to use their accumulated vacation leave. The City does not provide vacation pay unless time is actually taken off from work, or after the employee's ten-year anniversary date in accordance with this policy. For the purposes of the Fair Labor Standards Act (FLSA), hours designated as vacation leave are not considered to be hours worked.

(b) PROVISIONS

- (1) Accrual. Vacation leave shall begin to accrue after the first full pay period of employment, but an employee shall not be allowed to use any accrued vacation leave until three months from the date of hire. Employees shall not be paid for any accrued vacation leave if they leave the service of the City, voluntarily or otherwise, during the first year of employment.



- (A) Non-Civil Service, Regular Full-Time Employees shall accrue vacation leave according to the chart below:

| Years of Employment | Accrual Rate/Pay Period | Maximum Accumulation |
|---------------------|--|----------------------|
| Years 1-4 | 3.08 hrs./pay period (max. 80 hrs./calendar yr.) | 160 hrs. |
| Years 5-9 | 4.62 hrs./pay period (max. 120 hrs./calendar yr.) | 240 hrs. |
| Years 10+ | 6.15 hrs./pay period (max. 160 hrs./calendar yr.) | 320 hrs. |

- (B) Probationary Police Officers, Probationary Fire Rescue Officers, Civil Service Fire personnel, and Civil Service Police personnel, shall accrue vacation leave according to the chart below:

| Years of Employment | Accrual Rate/Pay Period | Maximum Accumulation |
|---------------------|--|----------------------|
| Years 1-9 | 4.62 hrs./pay period (max. 120 hrs./calendar yr.) | 240 hrs. |
| Years 10+ | 6.15 hrs./pay period (max. 160 hrs./calendar yr.) | 320 hrs. |

- (C) Fire personnel working a fifty-three (53) hour shift schedule shall accrue vacation leave according to the chart below:

| Years of Employment | Accrual Rate/Pay Period | Maximum Accumulation |
|---------------------|---|----------------------|
| Years 1-9 | 6.92 hrs./pay period (max 120 hrs./calendar yr.) | 360 hrs. |
| Years 10+ | 9.23 hrs./pay period (max 160 hrs./calendar yr.) | 480 hrs. |

- (2) Each fiscal year after an employee's ten-year anniversary date, the employee may exchange up to 40 hours in full day increments and receive the salary equivalent up to a maximum of \$800 gross pay. Accumulated



vacation will be reduced by the amount exchanged up to 40 hours. Part-time employees are not eligible for the vacation buyback option.

(A) An employee is not eligible for the vacation buyback option if the buyback would drop his/her leave balance below 40 hours.

(3) Part-time Employees. Part-time employees must work at least 20 hours per week in order to accrue vacation leave and shall accrue vacation leave on the basis of percent employed. (Refer to Policy 306.) They are not eligible for the vacation buyback option.

(4) Use of leave.

(A) Vacation leave must be approved in advance. Employees not requesting time off in advance will be considered as having unscheduled time off; supervisors may disapprove leave not requested in advance. Any accumulation of unscheduled time off may lead to disciplinary action, up to and including dismissal.

(B) Supervisors shall work with employees whenever practical to approve vacation leave when requested in advance. However, supervisors may disapprove leave due to deadlines, events, or to ensure adequate staff is present during the workday. When a leave request is disapproved, the supervisor must provide alternative time periods to allow the employee to utilize vacation leave.

(C) Employees shall accrue vacation leave while on paid leave.

(D) Upon voluntary separation of employment, an employee, (who has completed more than 12 months of continuous employment) shall be paid all unused, accrued vacation leave up to the maximum accumulation. Accrued vacation leave will not be paid to employees who fail to give a two-week written notice (exception: approval by City Manager).

(E) Upon involuntary separation or resignation in lieu of dismissal, an employee is not authorized for payment of unused, accrued vacation leave.

(F) Vacation leave shall be used in no less than 15-minute increments.



SECTION 311-30. DOCUMENT APPROVAL

The policies in this document have been reviewed and approved by the responsible Department/Division Head or designee, the City Attorney's Office and the City Manager.

Any revisions, including added or deleted sections and language modifications, that are made to this document must be approved by the City Manager, the City Attorney's Office and the responsible Department/Division Head or designee. Signatures from both parties are required every time there are changes or revisions to this policy.

Kent Cagle, City Manager

Eva Bark, Executive Director of Human Resources

Due to frequent changes in work environments and conditions, responsible departments shall attempt to review all policies and procedures annually for any necessary revisions or additions.