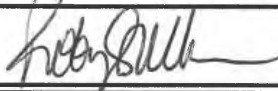




## Human Resources Policies and Procedures

Policy Title: <b>Vacation Leave</b>	Policy Number: 4.1
Effective: June 16, 2016	
Supersedes: 1988 Rules and Regulations #15 p.16-17; Vacation Leave Policy effective October 30, 2005; October 1, 2007	
Approval: 	Page 1 of 3

### 1.0 Scope

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Full-time<br><input checked="" type="checkbox"/> Part-time<br><input type="checkbox"/> Temporary/Contract | <input checked="" type="checkbox"/> Salaried<br><input type="checkbox"/> Union<br><input type="checkbox"/> Independent Contractors |
|---|--|

*Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.*

### 2.0 Purpose

Vacation leave is a benefit for regular City employees. Vacations are granted to employees as a way of recognizing their work throughout the year. The purpose of this policy is to define actual rates and procedures relating to vacation (annual leave).

### 3.0 Policy

- 3.1** Regular full-time employees accrue vacation at the following rates:

#### DISCLAIMER

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

<b>Years of Service</b>	<b>Hours accumulated per pay period</b>
Hire to 5 <sup>th</sup> anniversary	4.62 hours (15 days per year)
5 <sup>th</sup> anniversary to 10 <sup>th</sup> anniversary	5.54 hours (18 days per year)
10 <sup>th</sup> anniversary to 15 <sup>th</sup> anniversary	6.16 hours (20 days per year)
15 <sup>th</sup> anniversary to 22 <sup>nd</sup> anniversary	6.77 hours (22 days per year)
22 or more years of service	7.7 hours (25 days per year)

**3.2** Part time employees accrue vacation on a prorated basis.

**4.0 Responsibility**

**4.1** Management and Payroll will be responsible for the consistent administration of this program and ensuring compliance with the Vacation Leave policy.

**4.2** It is the responsibility of each employee to follow this policy. Employees are responsible for recording vacation leave time used on his or her time sheet.

**5.0 Procedures**

**5.1** Salaried full-time and salaried part-time employees are eligible for vacation leave after completion of three (3) months service with the City.

**5.2** Vacation leave accruals are earned and credited per pay period.

**5.3** Employees shall accrue vacation leave based on the amount of straight time hours paid in an 80-hour pay period.

**5.4** Vacation leave should be taken in four (4) hour increments or greater for non-exempt employees, while exempt employees will be charged for vacation leave in half and full day increments only.

**5.5** Any unused vacation leave at the end of each calendar year may be carried over into the next succeeding calendar year not to exceed more than twice the amount of annual vacation to which the person is entitled.

**5.6** Employees terminating employment with the City as a result of resignation or retirement shall be paid for earned unused vacation leave as of their date of termination. (See also 5.13 below)

**DISCLAIMER**

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.

- 5.7 Vacation leave must be approved by management prior to taking vacation time off. Employees should make vacation requests as far in advance as possible. Requests will be honored based on a number of factors including operational needs and staffing requirements.
- 5.8 The employee's paycheck stub shall contain the up-to-date status of vacation leave, and shall constitute adequate notification that the employee may be in danger of losing unused vacation leave.
- 5.9 Accumulated vacation leave cannot be transferred from one employee to another.
- 5.10 Vacation leave will be paid at the employee's current base hourly rate, exclusive of overtime, premium pay or bonus.
- 5.11 Vacation leave used in conjunction with a leave of absence may be counted as leave time under the Family Medical Leave Act (FMLA), as amended, pursuant to regulations under the Act.
- 5.12 Employees otherwise eligible to earn vacation leave do not earn or accrue vacation leave while on an unpaid leave of absence.
- 5.13 An employee must work the day before and the day after vacation leave for it to be approved. (i.e. a date of retirement or resignation may not be a vacation day)

**DISCLAIMER**

The information contained in this Human Resources Policies and Procedures Manual supersedes all previous Human Resources rules, policies and administrative regulations. The manual is not legally binding and does not create a contract of employment, either express or implied. The City retains the right to modify, suspend, interpret or cancel any provision at any time, at the City's complete and sole discretion without prior notice.