Article VII, Section 7. Vacation Leave Accrual Rate

Each full -time employee of the Town shall earn vacation at the following schedule. Leave earning is pro-rated for full-time and part-time employees working more or less than 40 hours per week.

Years of Service	Hours Accrued Per Year
Less than 2	80
2 through 4	96
5 through 9	120
10 through 13	144
Year 14	1,104
15 through 19	168
20 through 23	192
Year 24	1,152
25 plus	192

The accrual rate for part-time employees is prorated by the average number of hours in the workweek. An employee must be at work or on paid leave status to accrue vacation leave. Shortterm disability and workers compensation leave are not considered paid leave. The accrual rate for an employee on any type of unpaid leave will be prorated based on the actual hours paid in the pay period.

Vacation leave may not be used prior to accruing it. Only vacation leave hours that display in an employee's vacation leave bank (HR Portal) are eligible to be used on a timesheet. Use of "pending" leave (leave that will accrue in the current pay period, but has not yet been earned) is not allowed.

Vacation leave accrual rates are based on years of service with the Town of Apex and cannot be transferred from other municipalities. Rehires may be granted credit for prior service with the Town of Apex if they are rehired within 1 year of their separation date. Employees who separate from service and are re-employed more than 1 year later will be considered a new hire for the purposes of vacation accruals and will accrue leave at the same rate as all new hires.

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