

Section 5.2

Vacation Leave

A. Accrual.

1. All full-time employees accrue Vacation Leave at the rates indicated in the following table.

<u>Length of Service</u>	<u>Bi-weekly Accrual Rate</u>	<u>Vacation Hours</u>
Hire date – 4 Years	3.077	80
5 Years – 9 Years	4.615	120
10 Years – 14 Years	5.39	140
15 Years – 19 Years	6.154	160
20 Years	7.6923	200
25+ Years	9.2307	240

2. Each full-time employee shall accrue vacation bi-weekly based on length of service beginning at the date of hire.

B. Carryover. Employees may carryover and accumulate unused vacation leave as follows:

<u>Annual Accrual Amount</u>	<u>Maximum Accumulation</u>
<u>2 weeks (80 hours)</u>	<u>160 hours</u>
<u>3 weeks (120 hours)</u>	<u>240 hours</u>
<u>3.5 weeks (140 hours)</u>	<u>280 hours</u>
<u>4 weeks (160 hours)</u>	<u>320 hours</u>
<u>5 weeks (200 hours)</u>	<u>400 hours</u>
<u>6 weeks (240 hours)</u>	<u>480 hours</u>

C. Vacation Leave Usage.

1. An employee must request and receive approval from their supervisor prior to using Vacation Leave. The Department Director will establish the specific vacation request procedure for their department.
2. Vacation leave may be used in quarter hour increments.

3. Requests will be evaluated based on a number of factors, including department operating and staffing requirements. Whenever two or more employees in the same department wish to take their vacations at the same time and the work schedule of the department is such that not all employees can take Vacation Leave at the same time, seniority as a city employee shall be the determining factor in deciding who shall have preference in selecting vacation dates.

D. Separation from Employment.

1. An employee who has voluntarily resigned must provide a two-week notice in order to be entitled to accrued Vacation Leave pay. The employee will be paid a prorated share of their Vacation Leave accrual from their most recent accrual date (January 1 or their anniversary date) to their termination date.
2. An employee who is terminated from employment for cause or who resigns without providing a two-week notice shall not be entitled to accrued Vacation Leave pay.

E. Eligibility. Full-time employees are eligible to accrue Vacation Leave upon hire

F. Holidays. A holiday which is observed on a regular workday occurring during an employee's vacation will not count as a day of vacation.