

CITY OF CAMDEN, ARKANSAS
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: VACATION LEAVE

PURPOSE: To outline vacation policy for City of Camden employees and to establish a central location for the maintenance of leave records.

STATEMENT OF POLICY:

Regular Employees - Eligibility for Vacation Leave:

Vacation leave is authorized absence from duty, with pay, granted all permanent full-time employees.

Each employee shall, after six (6) months continuous service from the last date of hire with the City of Camden, accrue vacation time on the following basis:

All regular full-time employees of the City of Camden shall be allowed 96 hours vacation per year with pay which shall accumulate at the rate of 8 hours for each month of service with the City. The amount of vacation leave is dependent upon an employee's length of service measured from his or her last date of hire in accordance with the following schedule:

One year of service but less than ten years of service:	96 hours annually.
Ten years of service but less than twenty years of service:	120 hours annually.
Twenty years of service or more:	160 hours annually.

CIVIL SERVICE EMPLOYEES:

Police Officers After six (6) months of service, shall be granted an annual vacation of not less than 120 hours with full pay in accordance with State Statutes. Except that after twenty (20) years of continuous service, Police Officers shall earn vacation time at the rate of 160 hours annually.

Fire Fighters After six (6) months of service, shall be granted an annual vacation of not less than 192 hours with full pay in accordance with State Statutes. Except that after twenty (20) years of continuous service, Fire Fighters shall earn vacation time at the rate of 240 hours annually.

ADMINISTRATION OF VACATION LEAVE:

The following procedures will be followed in administering the vacation policy of the City of Camden:

1. Paid City holidays occurring during vacation are not charged to vacation.

CITY OF CAMDEN, ARKANSAS
PERSONNEL POLICIES AND PROCEDURES MANUAL

2. Accumulated vacation leave cannot be transferred from one employee to another employee.
3. Temporary, part-time, or seasonal employees are not entitled to vacation leave.
4. Employees terminating their service with the City of Camden shall be paid for the number of full and fractional days of vacation leave accrued through the last day of service. A Notice of Termination Form shall show the date of separation as the last day worked and shall show the number of unused vacation days to be paid.
5. Vacation leave shall be credited monthly on the employee's vacation record and shall not be taken in advance.
6. All employees of the City of Camden shall forfeit all rights to accrued vacation leave over 240 hours if it is not taken by December 31st of each year. They may, however, carry over vacation hours converted through the sick leave conversion policy.

Civil Service Policy:

All Civil Service Employees for the city of Camden shall be granted an annual vacation of not less than 192 hours with full pay in accordance with state statutes. Exception: employees with 20 years of continuous service shall earn 240 hours annually. Probationary civil servants will not be allowed to schedule or take vacation until they have completed six (6) months of service. After six months of service they may take only the vacation they have accrued and only in increments of not less than 24 hours. All employees will be allowed to bank and maintain no more than 192 hours of vacation. Any time over the 192 hours must be taken before the end of the calendar year.

Exception:

Employees hired before June, 2011 may accrue and maintain up to 360 hours of vacation.

7. The time at which an employee may take his or her vacation shall be determined by the Department Head with due regard for the wishes of the employees and particular regard for the needs of the City. Vacation leave shall be charged against employees in not less than four (4) hour units. Before being absent for any vacation time, the Personnel Office must be notified two (2) days in advance in order that the record of vacation time can be properly computed on the Vacation Control Roster. No employee may be advanced vacation, i.e., employees may not take vacation in excess of actual days earned.
8. If an employee transfers from one department within the City to another, the vacation leave credits shall also be transferred.
9. Employees hired between the first and fifteenth day of the month shall accrue vacation credit for that month. Employees hired after the fifteenth of the month will not receive credit for a day of vacation until the end of the following month.

CITY OF CAMDEN, ARKANSAS
PERSONNEL POLICIES AND PROCEDURES MANUAL

10. Temporary, part-time, and seasonal employees shall not earn vacation nor be entitled to vacation upon separation from the City service.
11. Vacation leave will not accrue while an employee is on leave of absence without pay.
12. Vacation leave may be applied for by submitting a Request For Time Off form to the Department Head.
13. An employee on vacation leave who becomes ill will not be allowed to change the vacation leave to sick leave without a written statement from a certified medical doctor explaining the reasons for the illness and listing the dates of treatment.

CANCELLATION OF LEAVE

The Mayor may cancel any Leave of Absence, except Military Leave, for just cause at any time upon prior written notice to the employee specifying a reasonable date for returning to work. This includes Vacation Leave.

MAINTENANCE OF LEAVE RECORDS

Vacation and Sick Leave records, including records of Compensatory Time, will be maintained by the City Clerk and Personnel Director. All "Request For Time Off" forms will be forwarded to the City Clerk for approval. Vacation and sick leave accrual will be reported on each paycheck.