

**CITY OF COOPER CITY  
HUMAN RESOURCES DEPARTMENT**



**VACATION LEAVE POLICY  
POLICY #02-006**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial release

**APPROVALS**

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Commission

\_\_\_\_\_  
Date



# City of Cooper City City Policies and Procedures

<b>SUBJECT</b>	<b>Vacation Leave</b>
<b>POLICY #</b>	02-006
<b>City Commission Approval</b>	

**Policy:**

Vacation with pay for full-time employees is one of the ways the City shows appreciation to employees for their length of service and contribution to the goals of the City. It is the policy of the City that vacations are necessary for the health and well-being of all its employees and that this time off must be taken by every employee, except in unavoidable emergencies. Employees accrue paid vacation leave beginning on their date of hire. In order to accrue paid vacation leave, an employee must be on "paid status" for at least eighty (80) hours during the month that leave is accrued. At the discretion of the City Manager, a new employee's years of previous non-Cooper City employment experience may be recognized, and the vacation leave accrual rate may be adjusted as appropriate.

Vacation leave is accrued per pay period (26 annually) based on the number of hours the employee is scheduled to work per week per table below.

YEARS OF SERVICE	DAYS EARNED PER YEAR	HOURS EARNED BI-WEEKLY PER SCHEDULED WEEKLY HOURS	
		40 HRS	
Less than 5 years	10	3.08	
5 but less than 10 years	15	4.62	
10 or more years	20	6.16	

Although employees are not entitled to advanced leave, the City Manager or designee may advance vacation leave in unique or extenuating circumstances. The amount of vacation leave that may be advanced is limited to the amount an employee would accrue in the remainder of the fiscal year.

If an employee who is indebted for advanced vacation terminates employment prior to accruing vacation or prior to reimbursing the City, the employee's final pay will be deducted in accordance with state and federal law. If an employee separates from the City before completing their probationary period, he or she will not be eligible to be paid for accrued vacation time.

Employees subject to confirmation by the City Commission may receive additional days off as part of benefit package negotiated by the City Manager.

Maximum accrual: 240 hours. No accruals will occur after 240 hours are reached, except in the event of a state-declared emergency.

Eligibility

A full-time employee is eligible for vacation leave as soon as it accrues. Vacation days are accrued biweekly as of the date of hire.

In order for an employee to receive accrual, they must be in "paid status" for at least eighty (80) hours during the pay period. For the purpose of this section, paid status includes vacation leave, holiday pay hours, sick leave, and compensatory time. Paid status does not include donated sick leave or workers' compensation leave.

Scheduling

Based on operational needs, vacations must be scheduled through the employee's supervisor and Department Director. Scheduling vacation leave shall be at the discretion of the Department Director, provided it does not interfere with City operations. For every vacation day requested, a forty-eight (48) hour notice must be given (for example, if an employee requests forty (40) hours of vacation leave, the request must be made ten (10) prior to the leave dates). If a designated holiday falls within a vacation period, holiday pay will be utilized for that day. Department Directors may utilize their administrative discretion in granting any variance to this rule with the approval of the City Manager. Any such variance shall not operate to reduce or increase the maximum annual accrual of paid vacation days, which is specified herein.

Vacation Cash-out

In lieu of time off, full time employees may choose to receive payment for a portion of their annually accrued vacation leave during a designated cash-out pay period once a year. The employee must have a minimum of eighty (80) hours of accumulated vacation leave at the time of the cash-out request, and the amount of eligible cash-out leave shall not exceed one-half (1/2) of the total hours earned for that year. Any employee participating in this benefit shall have a minimum of forty (40) hours of vacation leave remaining in their account after the cash-out request is processed. Any payments made directly to the employee shall be made within the month of November of each year. Requests for advance payments will not be granted.