

### Chapter: Leave Benefits

#### Policy: Vacation Leave

Effective Date: **mm/dd/yyyy**

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**Replaces: 01/01/2022 New**

#### **Policy.**

A City of Crockett (City) full-time employee accrues vacation leave in accordance with the provisions of this policy. An employee is not eligible to use accrued vacation leave until after he has been continuously employed for 90 calendar days after hire or rehire. A part-time employee does not accrue vacation leave.

#### **Additional Resources.**

PD-6.01, Use of Leave Benefits, allows an employee to choose the order in which available paid leave balances are used while taking leave for vacation purposes, with certain restrictions.

#### **Procedures.**

- I. Vacation Leave Accrual and Carryover.
  - A. Vacation leave accrual rates are based on total current service with the City as indicated in the schedule established by this policy.
  - B. An employee accrues vacation leave at the applicable rate at the end of each eligible pay period during which the employee was an active City employee. An employee's accrual of vacation leave ends on his last duty day (see PD-5.02, Exit Process).
  - C. An employee who is in an unpaid leave status for more than half of his regularly scheduled workdays within a pay period will not accrue vacation leave for that pay period.
  - D. An employee's unused vacation leave may carry over from one calendar year to the next subject to the maximum carryover limit **indicated in the schedule established by this policy. of 240 hours.**
  - E. If an employee was hired on the first workday of a month, the employee's increase in vacation leave accrual will be effective on the first calendar day of the employee's anniversary month. Otherwise, the increased accrual begins on the first calendar day of the following month.

- F. The following is the schedule of vacation leave accrual rates.

Schedule of Vacation Accrual Rates		
Length of City Service	Pay Period Accrual Rate*	<u>Maximum Annual Carryover</u>
0 – 4 Years	3.08 Hours (= 80 hours per calendar year)	<u>240</u>
5 – 9 Years	4.62 Hours (= 120 hours per calendar year)	<u>280</u>
10+ Years	6.152 Hours (= 160 hours per calendar year)	<u>320</u>
*Accrual rate for last pay period in calendar year will be 3.00, 4.50, or 6.25 hours, whichever is applicable.		

II. Using Vacation Leave.

- A. An employee must use a minimum of 40 hours of vacation leave each full calendar year of employment. Supervisors are responsible for ensuring that employees are provided the opportunity to schedule their vacations throughout the year.
- B. Vacation leave requests must be approved by the employee's supervisor. It is the employee's responsibility to ensure that his leave request is approved prior to using leave. Approved requests for vacation leave are subject to rescheduling due to unforeseen crucial circumstances to ensure the continued effectiveness of the employee's department.
- C. Vacation leave must be used in one-hour increments.
- D. If a holiday occurs when an employee is on vacation leave, the absence for that day is counted as holiday leave.

III. Disposition of Vacation Leave upon Separation from Employment.

The disposition of vacation leave upon separation from employment will be determined as part of the exit process in accordance with PD-5.02. An employee who is on vacation leave is still responsible for providing appropriate notice of resignation or retirement per PD-5.02.