

shall not be permitted to take annual leave until successful completion of the initial appointment working test period.

(2) Temporary and Emergency Employees: Temporary and emergency employees shall not accrue annual leave.

(3) Accumulation Rate: The rate which annual leave accrues is in accord with the length of time an employee has worked for the City. Annual leave accrues at an hourly rate specified below in accordance with the number of hours constituting a normal work day for the employee.

- (a) 6 months — 9 years' service: One equivalent day for each calendar month of service which equals a total of twelve (12) equivalent days per year; maximum accumulation 30 days.
- (b) 10- 19 years' service: One and one-quarter days for each calendar month of service up to fifteen (15) equivalent days per year; maximum accumulation 33 days.
- (c) 20 plus years' service: One and two-thirds days for each calendar month of service up to twenty (20) equivalent days per year; maximum accumulation 38 days.

c. Accrual by Employees on Leave: No annual leave shall accrue while an employee is on leave without pay, nor during any suspensions. (FMLA accruals see Rule IX, 6 Medical and other benefits 4.) For purposes of determining the date upon which an employee will become eligible for a higher annual accrual rate, an employee's time which an employee is on Military Leave or Family and Medical Leave will be counted as if the employee had worked.

d. Maximum Accumulation: No employee may accrue more than the maximum accumulation for their years of service. Any annual leave earned but not taken after an employee has accumulated the maximum days of unused annual leave shall become forfeited on the first day of the next calendar year.

e. Request Procedure: A request for annual leave must be submitted to the employee's immediate supervisor. Annual leave may be taken only after approval by the appropriate Department Head so that, insofar as practicable, the department will be able to meet its operating needs without hiring additional temporary help. Annual leave shall be authorized in units of hours only.

f. Payment for Unused Leave: Upon separation, the employee will be paid for all accumulated and unused annual leave.