

Policy: Vacation**Policy No.** 500.06**Chapter:** 500.00 Benefits and Services**Effective Date:** 10/01/2025**STATEMENT OF PURPOSE:**

Vacation leave is an earned benefit intended to provide regular full-time employees with paid time away from the work environment to pursue activities that will promote the well-being of the individual.

PROCEDURES:**A. ACCRUALS**

1. Regular full-time employees begin to accrue vacation hours upon date of hire and are eligible to use accrued leave upon successful completion of Initial Employment Period (minimum of 180 days).
2. Employees with 0-5 years of service will accrue vacation biweekly at the rate of 3.08 hours, not to exceed eighty (80) hours per fiscal year. Employees with 6+ years of service will accrue vacation biweekly at the rate of 4.62 hours, not to exceed one-hundred twenty (120) hours per fiscal year. Refer to Leave Accrual table (Appendix E).
3. Vacation accrual of Civil Service employees shall be in accordance with the provisions of the Texas Local Government Code Chapter 143, Local Civil Service Rules and departmental policies.
4. **Vacation leave accrued prior to 10/01/2012, will be available to the employee and may be used as per this policy.**

B. USE AND SCHEDULING OF VACATION

1. Effective October 1 of each fiscal year, or after the completion of the Initial Employment Period (minimum of 180 days), employees will be eligible to take accrued leave. Advance use of leave is no longer available.
2. Non-civil service employees, with less than six (6) years of service, are required to take up to five (5) work days or forty (40) hours of vacation, per fiscal year. Employees shall forfeit up to five (5) work days of accrued vacation leave if not utilized by September 30 of each fiscal year. Non-civil service employees, with six (6) years of service or more, are required to take up to ten (10) work days or eighty (80) hours of vacation, per fiscal year. Employees shall forfeit up to ten (10) work days of accrued vacation leave if not utilized by September 30 of each fiscal year.
3. Civil Service employees are required to take up to ten (10) work days of vacation per fiscal year. For police personnel, this equals to eighty (80) hours of vacation. For fire personnel, this equals to eighty (80) hours or one-hundred twenty (120) hours of vacation, depending on assignment. Civil Service employees shall forfeit up to eighty (80) or one-hundred twenty (120) hours respectively, of accrued vacation leave if not utilized by September 30 of each fiscal year.
4. All employees will be eligible to carry over a total of five (5) work days or forty (40) hours of vacation leave per fiscal year, for a maximum carry over amount of twenty-five (25) days. These banked hours are not eligible for pay-out at separation of employment and will be forfeited. All accrued hours must be exhausted prior to using new banked hours.

5. Vacation leave may be used to attend to personal business, extension of sick leave when sick leave is exhausted, inability to attend work because of inclement weather, or for other purposes. During the month of September, vacation hours eligible during the current fiscal year may be used in place of sick leave if the employee is on family and medical leave.
6. Employees may request vacation in hourly increments.
7. Unless otherwise approved by the Department Director, an employee must submit a request at least five (5) working days in advance.
8. Vacation is to be scheduled at times that are convenient to the department and with consideration of the employee's preference.
9. The Department Director or designee shall be responsible for scheduling vacation to allow for adequate staffing to meet the departmental work load. This scheduling may specify periods during which some or all employees may not take vacation leave. All vacation requests are subject to prior approval of the Department Director. The maximum continuous vacation that can be authorized is three (3) calendar weeks, unless otherwise approved by the City Manager.

C. COMPENSATION FOR VACATION LEAVE

1. Vacation is paid at the employee's base rate at the time of vacation. It does not include overtime or any special forms of compensation. Vacation time is paid only for hours the employee would ordinarily have worked.
2. Official City observed holidays occurring while an employee is on approved paid leave are considered paid holidays and do not affect vacation leave balances. Refer to *Holidays* policy.
3. Paid vacation leave is not considered hours worked for purposes of performing overtime calculations. Refer to *Overtime/Compensatory Time* policy.
4. To ensure proper payment of vacation pay, employees must ensure their vacation leave request is approved before leaving for vacation.
5. If an employee is called to work while on an approved day of vacation leave, the actual hours worked will not be charged to the employee's vacation leave balance.

CI. VACATION LEAVE DISBURSEMENT AT SEPARATION FROM EMPLOYMENT

1. Upon separation from employment (resignation, dismissal, retirement, or death) an employee **hired on or after 10/01/2012**, shall be paid for accrued vacation as per the following provisions:
 - i. An employee must have completed a minimum of one (1) year service with the City to be entitled to this payout provision upon separation.
 - ii. An employee shall be paid in a lump sum for accrued vacation, not to exceed one-hundred twenty (120) hours. Banked hours are not eligible for payout.
2. Upon separation from employment (resignation, dismissal, retirement, or death) an employee **hired prior to 10/01/2012**, shall be paid for accrued vacation as per the following provisions:

- i. An employee must have completed a minimum of one (1) year service with the City to be entitled to this payout provision upon separation.
- ii. An employee with one (1) through twenty-nine (29) years of service with the City shall be paid in a lump sum for accrued vacation, not to exceed two hundred and fifty (250) hours. New banked hours are not eligible for payout.
- iii. Upon retirement, an employee with a minimum of thirty (30) years of employment with the City shall be paid in a lump sum for the entirety of accrued vacation.
- iv. Please refer to Leave Disbursement table (Appendix F).