

V. ATTENDANCE, LEAVES, AND ABSENCE		Reference Number	5.05
SUBJECT	Vacation Leave	Last Revised	Aug. 30, 2012 July 22, 2025

STATEMENT OF POLICY:

All Regular Full-Time Employees in a paid status accrue paid vacation leave. Although an Employee in an unpaid leave status does not accrue paid vacation leave, unpaid leave status does not constitute a break in service for vacation accrual rate determination purposes. An Employee returning to work from unpaid leave status will resume paid vacation accrual at the rate provided for based on credited service before and during the unpaid leave.

Vacation leave is accrued, on 26 pay periods, as follows:

EMPLOYEES REGULAR SCHEDULED TO WORK 40 HOURS PER WORKWEEK				
EMPLOYEES	BEGINNING YEAR OF SERVICE	TOTAL ACCRUAL PER MONTH PAY PERIOD	VACATION LEAVE PER YEAR ANNUAL ACCRUAL	MAXIMUM ACCRUAL PAYOUT
Regular Full-Time	0-5	3.70 8 hours per pay period	96 hours (12 days per year)	192 hours
	6-10	4.95 10.667 hours per pay period	128 hours (16 days per year)	224 hours
	11-20	6.15 13.33 hours per pay period	160 hours (20 days per year)	256 hours
	21+	7.38 16 hours per pay period	192 hours (24 days per year)	288 hours
UNIFORMED EMPLOYEES REGULARLY SCHEDULED TO WORK 10+ HOUR SHIFTS				
EMPLOYEES	BEGINNING YEAR OF SERVICE	TOTAL ACCRUAL PER MONTH PAY PERIOD	VACATION LEAVE PER YEAR	MAXIMUM ACCRUAL
Regular Full-Time	0-5	5.54 12 hours per pay period	144 hours (12 days per year)	288 hours
	6-10	7.38 16 hours per pay period	192 hours (16 days per year)	336 hours
	11-20	9.23 20 hours per pay period	240 hours (20 days per year)	384 hours
	21+	11.08 24 hours per pay period	288 hours (24 days per year)	432 hours

Employees with an employment agreement shall accrue vacation in accordance with their employment agreement.

~~When an Employee's accrual is at the maximum, the Employee will stop accruing vacation leave until the balance drops below the maximum.~~

A Regular Full-Time Employee who has successfully completed the 90 Day Orientation Period is eligible to take accrued vacation leave. An Employee's use of vacation leave must be approved. All requests should be made in writing to the Department Director or Supervisor. When possible, requests should be submitted at least two weeks prior to the

Exhibit A

beginning vacation leave day. Supervisors should return the approved or denied request back to the Employee within 5 days of receipt.

Vacation leave may be taken in a minimum of 1 hour increments. Employees cannot take more vacation than they have accrued.

Upon ~~termination employment separation~~, Employees ~~with at least 12 months of continuous service~~ will be paid any unused accrued vacation leave, up to the maximum accrual ~~amount~~ payout, at a rate based upon the Employee's final hourly pay rate. Vacation cannot be used to extend an Employee's termination date or in lieu of a notice of resignation or retirement.

Only the City Administrator can approve any exception to this policy. If a City of Montgomery official holiday falls within your approved vacation dates, the holiday is not counted as a vacation day.