

## VACATION

Full-time employees, unless otherwise negotiated or agreed upon, will ~~accrue vacation each year according to the following schedule:~~ be credited vacation time each January 1, according to the following schedule:

Length of Service – Based on Anniversary Date	Accrual Rate (per payroll)	Total Annual Vacation Available
Hire Date	3.077 hours	80.00 hours
1 Year	3.385 hours	88.00 hours
2 Years	3.692 hours	96.00 hours
3 Years	4.308 hours	112.00 hours
4 Years	5.000 hours	130.00 hours
5 – 9 Years	5.308 hours	138.00 hours
10 – 14 Years	7.000 hours	182.00 hours
15 or more years	7.692 hours	200.00 hours

\*New Hire Employees vacation time will be credited by prorated amount based on hire date.

In accordance with Minnesota state law, this paid Vacation time may be used for the same purposes and under the same conditions as earned sick and safe time (see Earned Sick and Safe Time policy). Employees may not use more than 80 hours of ESST in a calendar year. -Given that, it is the employee's responsibility to manage their Vacation wisely. This involves, when possible, advanced planning for vacations, doctor's appointments, and personal affairs. It's also suggested that employees allocate some Vacation as a "reserve" for unexpected situations or emergencies.

All employees, exempt and non-exempt, at the end of the calendar year are allowed to carryover up to 80 hours of earned but unused Vacation into each new calendar year. Any Vacation balance exceeding 80 hours at the end of the calendar year will be forfeited.

~~Vacation may be used in thirty (30) minute increments.~~

It is preferred that Vacation is requested with as much advance notice as possible to the employee's manager. Except where not required by State law, employees are expected to follow standard Vacation request processes and procedures and all requests for Vacation must be approved by the employee's manager.

In determining Vacation schedules, the employee's manager will consider the wishes of employees in regard to the requested vacation date(s).

Vacation time accrued, but not used at the end of employment will be paid to the employee at the employee's regular rate of pay.

If employment is terminated, the employee shall be paid for unused vacation leave prorated by the actual time worked in the fiscal year of termination. At the time of employment termination if more vacation time was used than earned, the employee's final paycheck will be adjusted accordingly.

Regular 3/4-Time employees will receive 75% Vacation time ~~accrual~~ as outlined in the above schedule.

Part-time, temporary and seasonal employees are not eligible for Vacation. The City has a separate Earned Sick and Safe Time (ESST) policy for all part-time, temporary and seasonal employees.

### Earned Safe and Sick Time (ESST) – Part-Time/Seasonal/Temporary Employees Only

Pursuant to Minnesota's earned sick and safe time law, part-time, seasonal, and temporary employees who perform work for at least 80 hours in a year, are entitled to earn sick and safe time (ESST) at the rate of one (1) hour for every thirty (30) hours worked, up to a maximum of forty-eight (48) hours accrued per year. Accrual begins at hire date and may be used as it is accrued for employees who work at least 80 hours in the year. ~~Sick and safe time~~ ESST will be paid at the same hourly rate an employee earns when they are working and at least minimum wage. Paid ~~sick and safe leave~~ ESST hours will not count as hours worked for the purposes of any overtime calculation.

#### PART-TIME, SEASONAL & TEMPORARY ANNUAL VACATION

<u>Per 30 Hours Worked</u>	<u>Annual Accrual Max</u>	<u>Max Carry Over and Balance</u>
<u>1 hour</u>	<u>48 hours</u>	<u>80 hours</u>

~~All employees, exempt and non-exempt, at the end of the calendar year are allowed to carryover up to 80 hours of earned but unused Vacation into each new calendar year. Any Vacation balance exceeding 80 hours at the end of the calendar year will be forfeited.~~

~~Vacation and earned sick and safe time will may be used in thirty (30) minute increments only. Employees are not allowed to use Vacation until it has been earned.~~

~~It is preferred that vVacation should be requested with as much advance notice as possible; minimally five (5) working days advance notice to the employee's manager, with the exception of an emergency in the family, is~~

~~expected. Employees are expected to follow standard Vacation request processes and procedures and all requests for vacation must be approved by the employee's manager.~~

~~In determining vacation schedules, the employee's manager will consider the wishes of employees in regard to the requested vacation date(s). In case of conflicting requests for vacation dates, approval will be granted on a first come, first choice basis.~~

~~Vacation time accrued, but not used at the end of employment will be paid to the employee at the employee's regular rate of pay.~~

All employees can use their ~~Vacation and earned sick and safe time~~ ESST for reasons including:

- the employee's mental or physical illness, treatment or preventive care;
- a family member's mental or physical illness, treatment or preventive care;
- absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
- closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

All employees may use their ~~Vacation and earned sick and safe time~~ ESST for the following family members:

1. their child, including foster child, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;
8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members listed in 1 through 9 above of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

Accrued and unused hours carry over into future years, up to a maximum of eighty (80) hours accrued overall. When the 80-hour overall limit is reached, accrual immediately stops until usage occurs, at which time accrual restarts.

The City may require notice of the need for use of ~~earned sick and safe time~~ ESST as provided below:

- if the need for use is foreseeable, the City may require advance notice of the intention to use earned sick and safe time but will not require more than seven (5) days' advance notice in writing to Human Resources.
- If the need is unforeseeable, a City may require an employee to give notice of the need for earned sick and safe time as soon as practicable in writing to Human Resources.

The City may require reasonable documentation that the employee is using or used ~~earned sick and safe time~~ ESST for a qualifying purpose when an employee ~~uses earned sick and safe time~~ ESST for more than three consecutive days.