

SECTION 9: LEAVE

9.1 Vacation

1. All regular and probationary employees earn and are eligible to use paid vacation from the date of hire as follows:
 - a. Four (4) hours per pay period are accumulated for employees who have served less than five years in the City.
 - b. Five (5) hours per pay period are accumulated for employees who have served more than five (5) years in the City.
 - c. Six (6) hours per pay period are accumulated for employees who have served more than ten (10) years in the City.
 - d. Two (2) hours per pay period are accumulated for part-time regular employees who have served less than five years in the City.
 - e. Two and a half (2.5) hours per pay period are accumulated for part-time regular employees who have served more than five (5) years in the City.
 - f. Three (3) hours per pay period are accumulated for part-time regular employees who have served more than ten (10) years in the City.
2. Employees may use accrued vacation leave in hourly increments. Every effort will be made to grant an employee vacation at the time requested. However, vacations cannot interfere with the City's essential operations and therefore must be approved by the Department Head and City Manager in advance. The City Manager's request for vacation time is approved by the Mayor.
3. City employees may carry a balance of not more than 320 hours of vacation per calendar year. Excess hours will be forfeited at the beginning of the calendar year. The purpose of this provision is to encourage employees to take time off and to avoid imposing a significant liability on the City to pay out unused vacation leave when an employee separates from employment. Paid holidays which occur during vacation time are not counted as vacation leave.
4. Probationary employees shall not be paid for accrued vacation time upon separation from employment. City employees who separate from employment will be paid for unused vacation time subject to the 320-hour accrual limit.
5. Annually, during the first City Council meeting in December, the City may offer to buy back unused vacation leave hours at 100% of the employees' respective base

hourly rates of pay. The number of hours the City may offer to buy back is discretionary. Employee participation is voluntary. An employee's vacation leave accrual balance cannot be reduced below 40 hours as a result of the buy-back.