

B. VACATION

Full-time and eligible part-time Employees, except employees in the Fire Department who work on a platoon basis, shall earn vacation days in accordance with their continuous service with the City. At the time of hiring, employees shall receive credit for the number of years of applicable service with their previous employer(s) as verified by the Wisconsin Retirement System, other public pension systems, or private employers. Human Resources shall determine what employment counts as verifiable service under this policy. Employees will be allotted a prorated amount of vacation days based on their classification as exempt or non-exempt and on the number of weeks worked from their date of hire through December 31st.

On January 1 of each year all employees will be allotted the annual amount of vacation days based on their classification as exempt or non-exempt. At the time an employee separates from the City, whether voluntary or involuntary, the employee's unearned vacation will be reduced from their allotted vacation account. Unearned vacation will be based on the number of weeks between the employee's separation date and December 31st of that year.

Vacation schedules, including the number of employees able to be on vacation at the same time; when any employee shall be allowed to take a vacation; and the use of any unearned vacation time shall be established and approved by the department head or his or her representative. Vacations must be taken in segments as authorized by the department head.

If vacation is not used within the year it is earned, it may be carried over into the following year. Full-time and eligible part-time employees may carry over up to five (5) days of vacation leave per calendar year. All vacation carried over must be used by March 31st of the following year. A request for vacation carryover form must be provided to the department head by December 1st every year. Any remaining vacation time in excess of five (5) days will be forfeited, absent express written approval of the Mayor for good cause. In the case of department heads, approval is given by the Mayor.

Any employee who separates employment for any reason will be entitled to pay for all unused, earned vacation from January 1 to the date of termination. Refer to Final Pay section. Vacation shall not accrue during any period of unpaid leave except in the cases of military leave. Any employee who separates employment for any reason and who has used unearned vacation time will reimburse the City for the unearned vacation time previously paid by the City.

Upon a promotion from a non-exempt to an exempt position, the employee will be credited experience to the maximum number of hours for their verified years of service.

Full-time, Non-Exempt Employees

Non-exempt employees regularly working forty (40) hours per week shall receive annual vacation allotments based on continuous years of service as follows:

During 1-2 years of service 10 days

During the 3-4 years of service 12 days

During the 5-6 years of service 13 days

During the 7-9 years of service 15 days
During the 10-11 years of service 17 days
During the 12-13 years of service 18 days
During the 14-16 years of service 20 days
During the 17-18 years of service 22 days
During the 19-20 years of service 23 days
During the 21+ years of service 25 days

[Part-time, Non-Exempt Employees](#)

Regular part-time employees working at least twenty (20) hours or more per week shall earn a prorated amount of paid vacation in accordance with the schedule provided above for full-time employees. Employees that work thirty (30) hours or more, but less than forty (40) hours will earn vacation at the rate of 75% of the full-time vacation allowance. Employees that work twenty (20) hours or more, but less than thirty (30) hours will earn vacation at the rate of 50% of the full-time vacation allowance. Employees that work less than twenty (20) hours will not be eligible for vacation allowance.

[Salaried, Exempt Employees](#)

Exempt employees regularly working at least forty (40) hours per week shall receive annual vacation allotments based on continuous years of service as follows:

During the first 8 years of service 15 days
During the 9-15 years of service 20 days
During the 16+ years of service 25 days

[Fire Department Battalion Chiefs and Police Sergeants](#)

Fire Department employees working on a platoon basis, whether or not represented by a collecting bargaining unit, and Police Sergeants shall be entitled to annual vacations amounts based on years of service as identified in the contracts of the representative employees of their respective departments.

[Dispatch/Communications Center](#)

All personnel in the Dispatch/Communications Center shall be entitled to vacation time as listed for Full-Time, Non-Exempt Employees. However, the days of vacation shall be based on a workday of 8.25 hours.

Final Pay

An employee who resigns or is discharged will be paid through the last physical day of work, plus any unused comp time or prorated earned vacation time, less any other agreements the employee may have with the City, in compliance with state laws. This does not apply to promotions.

Benefit time such as unused earned vacation or accumulated comp time cannot be used to extend the termination date. Used and unearned vacation time will be recouped by the City. Remaining earned benefit time, with the exception of sick leave, will be paid out on the employee's final pay date if the employee was employed for at least one year.

Termination for the purpose of retirement must be consistent with the terms set forth by the Department of Employee Trust Funds. In this instance, the employee may choose to extend the date of retirement from the last physical workday by using unused and earned benefit time, with the exception of sick leave. To be eligible to extend the date of retirement, an employee must have worked for the City for a minimum of five consecutive years in a regular part-time or full-time capacity and provide correspondence from ETF confirming the retirement date.

In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required under state law.