

Employee Handbook

Vacation – Lateral Transfer Language:

Employees who are granted vacation service credit at the time of hire as part of an approved employment offer shall receive vacation benefits based on their total recognized years of service, which equals the credited years granted at hire plus completed years of service with the City. Vacation accrual levels and future benefit increases shall be determined using total recognized years of service rather than actual years of City service alone.

Example: If the City's vacation schedule provides for an increased accrual beginning at 10 years of service, an employee hired with 6 years of approved vacation service credit would become eligible for the 10-year vacation accrual after completing 4 years of employment with the City. For vacation purposes, the employee would have 10 total recognized years of service (6 years of credited service + 4 years of City service), even though they have only worked for the City for four years.