

Vacation Leave

Vacation Leave Schedule

Years of Service	Annual Accrual	Per two week pay period
1 to 4 Years	10 Days or 80 hours	3.08/per pay period
5 to 9 Years	15 Days or 120 hours	4.62/per pay period
10 + Years	20 Days or 160 hours	6.15/ per pay period

Eligibility

Benefitted employees will earn vacation leave in accordance with the above schedule.

Part-time employees, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City (including authorized unpaid leave). Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

Earnings and Use

After six months of service, vacation leave may be used as it is earned, subject to approval by the employee's supervisor. Request for vacation shall be for a minimum time increment of 4 hours.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the City on the last scheduled work day of the pay period.

Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off for 8 hours or less and at least fourteen (14) days in advance for more than 8 hours. This notice may be waived at the discretion of the supervisor. Vacation can be requested in increments as small as four hours up to the total amount of the accrued leave balance. Vacation leave is to be used only by the employee who accumulated it, and cannot be transferred to another employee.

Employees may accrue vacation leave up to a maximum of 160 hours. No vacation will be allowed to accrue in excess of this amount without the approval of the City Council. When unused accrued vacation time has maximized at 160 hours, employee may with council approval request up to one-week pay per year in lieu of one-week vacation time. No leave may be taken after written notice of resignation is given except by council approval.

Payout at Termination

An employee that ~~leaves in good standing~~ ends their employment with the city will receive their accrued vacation balance paid out to them as part of their earned compensation.