

LEAVES OF ABSENCE

1.9.2

B. VACATION

1. Rate of Accrual

Every full time probationary and regular employee shall earn vacation as follows unless otherwise specified by an applicable M.O.U.:

Years	Hours
0 – 5	80
6 – 7	120
8 – 9	128
10 – 11	136
12 – 13	144
14 – 15	152
16 – 20	160
21	168
22	176
23	184
24	192
25	200

Vacation accrues daily on a pro-rata basis.

2. Scheduling Vacation

After completion of six months of continuous service, an employee may take vacation leave at any time, subject to approval by the employee’s Department Head or his/her designee. Approvals will be based upon work load, staffing coverage, seniority, timing of the request, and any other work-related factors appropriate for consideration by the Department Head. Vacation must be taken in increments of one half hour or more, unless otherwise approved.

3. Effects of Holidays on Vacation Leave

In the event that an authorized city holiday falls during an authorized vacation leave, the employee shall receive holiday pay and not be charged vacation leave for that day.

4. Effects of Sick Leave on Vacation Leave

In the event an employee becomes ill during a vacation period, such time shall not be charged as vacation leave if either of the following conditions is met:

- a. The employee complies with the same notice requirements in Rule X.D (Sick Leave) as required when the employee is not on leave, including notice to the employee’s supervisor no later than the start of the employee’s regular work shift. If the employee becomes ill after the start of the work shift, then the employee must promptly provide notice on the same day the illness begins. Sick leave will only be granted for those day on which notice is given pursuant to this

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policy; or

- b. The employee, upon return to work, submits a doctor's note for each day requested to be paid as sick leave.

5. Compensation for City Work During Vacation is Prohibited

No employee shall be permitted to work for compensation for the City in any capacity except compensation for mandated court appearance or special duty assignments during paid vacation time.

6. Vacation Pay Upon Termination

Any employee terminating from the City will be paid at his/her regular rate of pay on a pro rata basis for all earned vacation, if any, accrued up through the date of termination.