



APPROVED BY
Tassie Demps, Director/DHRM

REVISION DATE
April 2013

REVIEWED DATE

POLICY
Vacation Accrual Rates

1. INTRODUCTION

All full-time and part-time APT and Confidential employees are entitled to vacation benefits provided by the City.

2. DEFINITIONS

- 2.1. Accrual Date - the first day of the month.
- 2.2. Anniversary Date - the same month and day of each succeeding year after an employee has started work with the City, adjusted as specified in respective APT and Confidential manuals; also referred to as Adjusted Hire Date.
- 2.3. Length of Service - the number of years of completed service as of a certain date as calculated using the Adjusted Hire Date.
- 2.4. Vacation Bloc - more than one vacation day.
- 2.5. Vacation Credit - time earned for vacation based upon the Adjusted Hire Date.
- 2.6. Vacation Day - a normal work day for which an employee is paid a full day's wages without reporting for work.

3. SCOPE

APT and Confidential employees.

4. POLICY

- 4.1. Vacation accrual rates for AFSCME, IAFF, the Police Locust Club, IUOE and CSEA represented employees may be found in their respective labor agreements.
- 4.2. Vacation credits are determined by the employee's Length of Service.
- 4.3. A minimum of six months of employment is required before earned vacation credits can be used.
- 4.4. Vacation is to be taken in minimum units of one hour.
- 4.5. If a holiday occurs during the calendar week in which a vacation bloc is taken, the employee shall receive the holiday pay in lieu of vacation pay for that day.
- 4.6. Accruals:
 - 4.6.1. IAFF, Police Locust Club, AFSCME, IUOE and CSEA represented employees:
See appropriate Labor Agreements.



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4.6.2. Confidential employees (non-Library)

<u>Length of Service</u>	<u>Accumulation</u>	<u>Annual Accrual</u>
Less than 2 years	10/12 days per month	2 weeks (10 days)
2 full years - less than 15 years	15/12 days per month	3 weeks (15 days)
15 full years	20/12 days per month	4 weeks (20 days)
16 full years	21/12 days per month	4 weeks 1 day (21 days)
17 full years	22/12 days per month	4 weeks 2 days (22 days)
18 full years	23/12 days per month	4 weeks 3 days (23 days)
19 full years	24/12 days per month	4 weeks 4 days (24 days)
20 full years or more	25/12 days per month	5 weeks (25 days)

4.6.3. Confidential employees (Library)

<u>Length of Service</u>	<u>Accumulation</u>	<u>Annual Accrual</u>
Hire through 14 years	2 days per month	24 days
15 years or more	2.08 days per month	25 days

4.6.4. APT Employees (non-Library)

<u>Length of Service</u>	<u>Accumulation</u>	<u>Annual Accrual</u>
Hire through 14 years	1.66 days per month	20 days
15 th year forward	2.08 days per month	25 days

4.6.5. APT Employees (Library)

<u>Length of Service</u>	<u>Accumulation</u>	<u>Annual Accrual</u>
Hire through 14 years	2 days per month	24 days
15 years or more	2.08 days per month	25 days



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4.6.6. Part-time Confidential Employees (Library and non-Library)

<u>Length of Service</u>	<u>Accumulation</u>	<u>Annual Accrual</u>
Less than 2 years	3.33 hours per month	39.96 hours
2 full years - less than 15 years	5.00 hours per month	60.00 hours
15 full years	6.67 hours per month	80.04 hours
16 full years	7.00 hours per month	84.00 hours
17 full years	7.33 hours per month	87.96 hours
18 full years	7.67 hours per month	92.04 hours
19 full years	8.00 hours per month	96.00 hours
20 full years or more	8.33 hours per month	99.96 hours

4.6.7. Part-time APT Employees (Library and non-Library)

<u>Length of Service</u>	<u>Accumulation</u>	<u>Annual Accrual</u>
Hire through 14 years	6.67 hours per month	80.04 hours
15 years or more	8.33 hours per month	99.96 hours

4.7 Employees may choose to save vacation days for use in later years.

4.8 Maximum Accruals:

4.8.1 Confidential Employees can accrue vacation time up to a maximum equivalent to two years of accruals.

4.8.2 APT Employees:

- If hired before 7/1/84, the maximum vacation accrual allowed is 100 days.
- If hired on or after 7/1/84, the maximum accrual allowed is 50 days.

4.8.3 Part-Time APT Employees may accrue vacation time up to a maximum of 50 days (200 hours).



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4.9 In each calendar year following the completion of the first 6 months of employment, APT employees must utilize at least 10 days of vacation each year, or those vacation credits will be lost. Vacation time sold during cafeteria enrollment is not considered toward the 10 day usage.

The 10 days usage policy may be waived for employees who plan to retire in the succeeding year. In order for the 10 days usage to be waived, an employee must submit a written request to the Director of Human Resource Management by December 1 of the year preceding retirement. If the employee does not retire in the year originally designated, the 10 days usage policy will be invoked and the appropriate vacation time deleted from his/her vacation bank.

4.10. When at least two weeks notice is given for a resignation, the employee will be paid for all unused vacation.

5. PROCEDURE

None

6. EXCEPTIONS

None

7. RESPONSIBLE UNIT(S)

Payroll

8. CROSS REFERENCE

None



APPROVED BY
Donna L. Turner, Director/BHRM

REVISION DATE

REVIEWED DATE
June, 2010

POLICY
Vacation for Executive New Hires

1. INTRODUCTION

This policy provides immediate paid vacation time availability to Executive level new hires in their first six (6) months of employment to aid in their transition.

2. DEFINITIONS

2.1. Executive Level Employees - Non-uniformed Administrative, Professional, and Technical (APT) employees appointed to brackets 32 and above, Fire Management in brackets 86 and 87, and Police Management in brackets 96 and 97

3. SCOPE

Any Executive Level Employee newly hired to a position with the City in their first six (6) months of employment

4. POLICY

4.1. Paid vacation accruals in the amount outlined in the Vacation Accrual Rates Policy for six (6) months of employment shall be made available to executive level employees as of their first day of employment. There shall be no waiting period.

4.2. Authorization to utilize the accruals will be at the discretion of the immediate supervisor/ manager/commissioner.

4.3. At the commencement of the seventh month of employment, the accrual factor and method of application will be initiated as stated in the Vacation Accrual Rates Policy.

4.4. All other provisions of the Vacation Accrual Rates Policy will apply.

4.5. Any payment of vacation accruals must be refunded to the City if the executive level employee voluntarily terminates his/her employment with the City prior to the completion of six (6) months of service.

5. PROCEDURE

None

6. EXCEPTIONS

6.1. This policy does not apply to existing employees.

6.2. This policy does not apply for promotional appointments to positions bracket 32 or above.

7. RESPONSIBLE UNIT(S)

Director/BHRM, Payroll

8. CROSS REFERENCE

Vacation Accrual Rates Policy