**SECTION: PAID LEAVE**

**POLICY:** Vacation **EFFECTIVE DATE:** insert date adopted

**STATEMENT OF PURPOSE:**

The purpose of this policy is to outline the guidelines for vacation leave eligibility, accrual, usage, and payout for regular full-time employees, including shift firefighters and police officers.

**DEFINITIONS:**

1. Vacation Leave: Paid time off granted to eligible employees for rest, relaxation, or personal activities.
2. Accrual: The process of earning vacation leave hours based on years of service and employment status.
3. Maximum Hours Payout: The maximum cash paid at the time of separation for unused vacation leave.
4. Service-Connected Disability: A disability that qualifies an employee for retirement due to job-related injury or illness.

**APPLICABILITY:**

This policy applies to all regular full-time employees, including Civil Service police officers and shift firefighters, but excludes part-time employees and those not covered under this policy.

**PROCEDURES:**

1. Eligibility and Accrual
2. Regular full-time employees who complete six months of continuous service are eligible for paid vacation leave.
3. Accruals are awarded at the end of each month of completed service.
4. New employees who begin work before the 15th of the month will receive full accrual for that month. Employees starting between the 16th and the end of the month will receive half accrual.
5. Accrual Rates
6. Regular Full-Time Employees: Accrual rates and maximum payouts vary based on years of continuous, active full-time service.
7. Civil Service Firefighters: Accrual and payout rates vary based on Section 143 requirements.
8. Civil Service Police Officers: Accrual and payout rates vary based on Section 143 requirements.
9. Use of Vacation Leave
10. Vacation leave must be taken in a minimum of 30-minute increments.
11. Employees must request vacation leave in advance, unless it is due to an unforeseen emergency. The department will determine if the leave may be granted.
12. Vacation leave should be scheduled considering service requirements and department needs.
13. Vacation leave beyond 2 weeks for any reason requires department and City Manager approval.
14. Vacation leave does not accrue during any month in which the employee is in a non-pay status for more than half of the standard paid days.
15. Vacation leave is not permitted during disciplinary suspensions.
16. Payout and Separation
17. Payment of unused vacation time for eligible employees is calculated based on the base rate of pay at the time of separation.
18. Employees retiring due to a service-connected disability will receive all accrued vacation hours.
19. Vacation leave balances are paid out for employees separating after one year of full-time employment.
20. Vacation or compensatory time cannot be scheduled after a notice of separation unless approved by the City Manager.
21. Part-Time to Full-Time Transition
22. Part-time employees promoted to regular full-time positions, after six months of continuous service, will immediately access vacation leave accruals, bypassing the standard waiting period.