

CURRENT POLICY

4.3.2 Annual Vacation Leave

All full-time employees who have completed six (6) months of their probationary period are entitled to paid vacation time. ~~Probationary employees accrue leave, but are unable to use it until completion of probation.~~ Temporary ~~and part-time~~ ~~and probationary~~ employees ~~with less than six (6) months of employment~~ are not entitled to vacation leave. ~~Only actual workdays taken off are counted as vacation.~~ If a holiday occurs during an employee’s vacation, that holiday is not chargeable as vacation time. It counts as a paid holiday.

Employees who ~~are confined to bed as a result of experience~~ illness or injury during their vacation ~~and who secure medical documentation of the illness or injury~~ may request that the time of illness be charged as sick leave. ~~Medical documentation may be required upon request. The request must be approved by the City Manager.~~ Vacation accrual for ~~regular-eligible~~ employees begins on their date of employment ~~in a full-time position (i.e., at the end of an employee’s probationary period, the employee will have accrued vacation leave back to the date of original employment, the beginning of the employee’s probationary period).~~ Vacation time is accrued per pay period ~~based on the chart below and may not exceed the maximum allowable as listed. umulated at the rate of 1 day for each month of service for employees with five or less years of continuous employment, 1.25 days for each month of service for employees with six through ten years of continuous employment and 1.66 days for each month of service for employees with 11 or more years of continuous employment.~~ For all fire and EMS employees who work 24 hour shifts, vacation time is accumulated at the rate of 10 hours for each month of service for employees with five or less years of continuous employment, 12 hours for each month of service for employees with six through ten years of continuous employment and 16 hours for each month of service for employees with 11 or more years of continuous employment. ~~Accrued vacation time may not exceed the maximum allowable shown below.~~ On September 30 of each year, all accrued vacation time in excess of the amount authorized will be dropped from the vacation leave roster. ~~Paid vacations may be taken according to the following schedule:~~

	# Hours Per Year	Maximum Hours Allowed To Accrue
Fire:		
During 1st year of service	120	-
2 – 10 years of service	144	288
11+ years of service	192	384
Police:		
During 1st year of service	96	-
2 – 10 years of service	120	240
11+ years of service	160	320
EMS:		
0 – 5 years of service	120	-
6 – 10 years of service	144	288
11+ years of service	192	384
All other Full-Time Employees:		
0 – 5 years of service	96	-
6 – 10 years of service	120	240
11+ years of service	160	320

~~Each Department head establishes an annual vacation schedule and submits it to the City Manager. Employees will be permitted to select their vacation period based on the Departmental work load and employee’s length of service within their Departments. The schedule will be posted within the Department. If an employee is called to work during his or her vacation, the employee will receive his or her regular pay rate, and the vacation will be rescheduled for a later date. All requests for vacation leave in excess of two (2)~~

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~~days must be submitted to the respective Department head or supervisor at least ten (10) days in advance of the desired leave.~~

~~This will allow the Department head or supervisor to schedule workloads and to approve or disapprove the request. Approved r~~Requests for vacation leave will be approved by the Department Head or designee~~in excess of three days will be submitted to the next highest authority for review and final approval. Department heads and supervisors have the authority to give final approval to vacation leave requests of two (2) days or less.~~

Upon separation, A~~an~~ employee, ~~upon termination or resignation,~~ will receive ~~terminal~~ pay for his or her unused vacation time. ~~Terminal p~~Pay for unused vacation time is limited to the maximum authorized accrual level. The amount payable is based on the employee's hourly salary in effect at the time of ~~termination separation of employment~~. The payout will be made at the employee's regular rate and shall not include any special forms of compensation such as bonuses, shift differentials, or incentives. For all "40 hour" employees whose wages are expressed in the form of an annual salary, the employee's regular rate will be determined by dividing the annual salary by 2080 hours. For all fire department employees who work 24 hour shifts and whose wages are expressed in the form of an annual salary, the employee's regular rate will be determined by dividing the annual salary by 2,756 hours. For all EMS employees who work 24 hour shifts and whose wages are expressed in the form of an annual salary, the employee's regular rate will be determined by dividing the annual salary by 2,912 hours.

~~See Section 3.3 regarding vacation leave for probationary employees.~~