

**CHAPTER 7**

**LEAVES**

**7.01 VACATION**

<b>Years Of Employment</b>	<b>Vacation Hours Earned</b>
0-4 years	8 hours/month (12 days per year)
5-9 years	10 hours/month (15 days per year)
10-14 years	12 hours/month (18 days per year)
15 + years	14 hours/month (21 days per year)

Vacation accrual begins on the first day of the first full month of employment. Vacation hours are credited at the completion of each pay period. Regular part-time employees earn vacation on a pro-rated basis. Temporary employees are not eligible for vacation leave.

Department Heads are responsible for scheduling employee vacations without disrupting department and City operations subject to the appropriate bargaining agreement. As a general guideline, leave requests of one week or more in duration should be submitted in writing at least thirty (30) days in advance.

**Vacation Accrual Maximum:** Employees are encouraged to use vacation leave in the year it is earned. The maximum vacation leave that an employee may accrue is 240 hours total at any one time. Any hours earned above the maximum will be lost to the employee. Where City operations make it impractical for an employee to use his/her vacation time, the City shall pay the employee for all vacation accruals in excess of the vacation accrual cap.

**Minimum Vacation Use:** Vacation may be used at a minimum rate of one (1) hour per day for non-exempt (FLSA covered) employees. Exempt employees (not covered by FLSA) are required to use vacation at a minimum rate of one (1) day. Employees will be paid for accrued but unused vacation time upon separation from employment. Vacation credit does not accrue on overtime hours.

**7.02 ADMINISTRATIVE LEAVE**

The City Administrator or the Mayor, at his/her discretion, may grant additional paid leave to a FLSA exempt employee when, in his/her judgment, the employee has expended exceptional effort during periods of seasonal or otherwise extraordinary workload.

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