

**ARTICLE 4**

**VACATIONS**

Section 1

A. All full-time Employees of the CITY shall be entitled to a vacation as outlined hereafter in this Article.

B. Annual vacation time shall be allotted to all employees on the basis of years of service as follows:

| <b>Years of Service</b> | <b>Months of Service</b> | <b>Monthly Accrual</b> | <b>Annual Accrual</b> | <b>Maximum Accrual</b> |
|-------------------------|--------------------------|------------------------|-----------------------|------------------------|
| 1-5 Years               | 1- 60 months             | 6.67 Hours             | 80 Hours              | 120 Hours              |
| 6-10 Years              | 61-120 months            | 10.00 Hours            | 120 Hours             | 180 Hours              |
| 11-15 Years             | 121-180 months           | 13.33 Hours            | 160 Hours             | 240 Hours              |
| 16 Years                | 181-192 months           | 14.00 Hours            | 168 Hours             | 252 Hours              |
| 17 Years                | 193-204 months           | 14.67 Hours            | 176 Hours             | 264 Hours              |
| 18 Years                | 205-216 months           | 15.33 Hours            | 184 Hours             | 276 Hours              |
| 19 Years                | 217-228 months           | 16.00 Hours            | 192 Hours             | 288 Hours              |
| 20 Years                | 229-240 months           | 16.67 Hours            | 200 Hours             | 300 Hours              |
| 21 Years                | 241-252 months           | 17.33 Hours            | 208 Hours             | 312 Hours              |
| 22 Years                | 253-264 months           | 18.00 Hours            | 216 Hours             | 324 Hours              |
| 23 Years                | 265-276 months           | 18.67 Hours            | 224 Hours             | 336 Hours              |
| 24 Years                | 277-288 months           | 19.33 Hours            | 232 Hours             | 348 Hours              |
| 25 Years                | 288+ months              | 20.00 Hours            | 240 Hours             | 360 Hours              |

C. Vacation leave may be used by an Employee as soon as it is earned. Employees may accumulate annual vacation leave provided their accumulated vacation hours do not exceed one and one half the annual accrual rate based on the years of service as listed in this article. Except with prior written approval of the City Administrator, those Employees exceeding the annual accrual rate will lose those excess hours.

D. Subject to the efficient operation of the department and allowing for emergency provisions, earned vacation dates shall be granted on the basis of seniority preference within the Department in cases of conflict of requests between Employees for available vacation dates, provided the senior Employee requests his vacation at least 30 calendar days prior to dates in conflict.

E. Provided he previously advised his Division Supervisor of such action, at his option, previously earned vacation time may be used by an Employee to extend his sick leave.

F. Definitions:

- Schedule change - a change in the regular work schedule, whether days or hours.
- Status change - a change in the type of pay or leave for which the employee is compensated.
- Required to return to work - the employee is mandated by their supervisor to report to work. An employee voluntarily reporting to work for either their regular shift or an overtime shift is not considered required to return to work for this policy.
- Vacation period - an employee is considered on vacation from the time their last regular scheduled shift ends until the time the first regular scheduled shift starts upon return.

When a CPOA employee is required to return to work while on vacation, it is considered a status change not a schedule change.

The procedure for keying the hours worked and the vacation time is dependent upon whether or not the employee works during his/her regularly scheduled shift.

When an employee is required to return to work during their regular scheduled, the time worked is keyed as straight time. Vacation is only keyed for any time not worked during their regular shift. The employee's vacation balance is credited .5 times the hours deemed worked.

Example: Employee's regular shift is 6 a.m. to 2 p.m. Employee was scheduled for vacation and is required to report to work at 10 a.m. Employee worked from 10 a.m. to 1 p.m. Employee is paid straight time for 3 hours, vacation time for 5 hours (not 8) and 1.5 hours of vacation is added to his/her vacation balance.

When an employee is required to return to work outside their regular scheduled, the time worked is keyed as overtime. Vacation is keyed for the entire regular shift. The employee's vacation balance is credited .5 times the hours deemed worked.

Example: Employee's regular shift is 6 a.m. to 2 p.m. Employee was scheduled for vacation and is required to report to work at 3 p.m. Employee worked from 3 p.m. to 7 p.m. Employee is paid overtime for 4 hours, vacation time for 8 hours, and 2 hours of vacation is added to his/her vacation balance.

Sometimes an employee is required to return to work both outside and overlapping with their regular shift.

Example: Employee's regular shift is 6 a.m. to 2 p.m. Employee was scheduled for vacation and is required to report to work at 4 a.m. Employee worked from 4 a.m. to 7 a.m. Employee is paid 2 hours overtime, 1 hour straight time, vacation time for 7 hours and 1.5 hours of vacation is added to his/her vacation balance.

When an employee is required to return to work on their scheduled day off during a period of vacation, the time worked is keyed as overtime. The employee's vacation balance is credited .5 times the hours deemed worked.

Example: Employee's regular days off are Saturday and Sunday. Employee was scheduled for vacation Thursday through Monday. Employee is required to report to work at 8 p.m. on Sunday. Employee worked from 8 p.m. to 11 p.m. Employee is paid 3 hours overtime and 1.5 hours of vacation is added to his/her vacation balance.

G. If a holiday occurs while an Employee is scheduled on vacation, his vacation shall be extended one (1) day to allow for the holiday.

H. Upon the death of any Employee, the accrued accumulated vacation benefits shall be paid to the beneficiary of the deceased Employee.

I. Employees desiring to split earned vacations shall be permitted to do so as follows, subject to Paragraph D above:

1. Seniority prevails on first choice, and after everyone has had first choice, then seniority starts over for second choice. But the second choice shall not deprive anyone of their first choice.
2. Vacations in any increment may be taken with approval of a Lieutenant or above.
3. Vacation requests must be approved or denied within three (3) working days by a Lieutenant or above.

J. In order to promote greater work performance and reward Employees for superior work product, the CITY agrees to give the Employee of the Quarter two (2) additional days of vacation.

K. An Employee who desires to take a vacation increment shall give advance notice to the on-duty shift supervisor no later than one hour prior to the start of the shift.

L. For the calculation of vacation accrual, lateral transfers shall accrue vacation at the appropriate rate commensurate to their total years of continuous experience, up to a maximum credit of ten years of service.

M. Upon completion of the initial training period, lateral transfers shall be granted vacation hours equal to half of the maximum allowed based on their years of service and shall continue to accrue vacation monthly commensurate with their total years of service, up to a maximum credit of ten years of service.