



SUBJECT: Vacation Leave	EFFECTIVE: January 2008 REVIEWED: November 2011; December 2018, March 2021 REVISED: September 2022
CATEGORY: 200 (Personnel) POLICY NUMBER: 200.58	CROSS REFERENCE: AFSCME Contract, MPEA Contract

Purpose

To provide guidelines for the accrual and use of the vacation leave benefits available to employees.

Definitions

Regular Status: All budgeted positions in the government of the city excluding temporary, seasonal, on-call, and part-time less than 0.5 FTE.

Scope

All benefit eligible employees. Negotiated contract language prevails for represented employees.

Policy

Employees who begin employment between the first (1st) and fifteenth (15th) day of the month shall have time towards vacation accrual begin on the first of the month of appointment to the position. Employees who begin employment between the sixteenth (16th) and last day of the month shall have time towards vacation accrual begin on the first of the month following appointment to the position.

Accrual Rates

Vacation leaves and maximum accruals for employees represented by AFSCME and MPEA are established in the appropriate collective bargaining agreement. Vacation leave for non-represented benefit eligible employees accrues as follows:

Months of Service	Accrual Rate
1-48 months	8.67 hours per month
49-108 months	10.67 hours per month
109-168 months	12.67 hours per month
169-228 months	14.67 hours per month
229 or months	17.34 hours per month

Accrual Rates Part-Time Employees

Vacation accrual for part-time employees will be calculated based upon the budgeted full-time equivalency (FTE) of the position as follows and based on the months of service chart.

FTE	Prorated Benefit
0.9 – 1.0	100%
0.66 – 0.89	75%
0.5 – 0.65	50%

For part-time regular employees in budgeted positions of 0.5 FTE or greater, the vacation leave maximum accrual is prorated based on the FTE status as set out in the table above.

Vacation Accruals during Leave of Absences without Pay

Employees with unpaid leave during a calendar month accrue vacation leave at the following rates:

Unpaid Leave	Prorated Benefit
0-39 hours	100%
40-79 hours	75%
80-119 hours	50%
120-159 hours	25%
160 or more hours	0%

Guidelines for Use

Employees may not use vacation leave during their probationary period. Exceptions must be approved by the department head and HR Director. Upon successful completion of the probationary period, employees may access their earned vacation accruals. Vacation leave accrues on a semi-monthly basis.

Maximum Accumulation: Employees may accrue vacation leave to a maximum of two (2) times their annual accrual rate. Employees who reach the maximum accrual will not accrue any additional vacation until their leave balance is below the accrual cap. Employees are responsible for tracking their accrual balances. Leave balances are available on pay stubs and the time entry system. Employees who will lose vacation accrual because of a denied vacation request may request review of the denial by the supervisor and HR Director.

Note that the payroll reporting periods run from the 9th through the 23rd of the month and from the 24th through the 8th of the following month. Therefore, full-time employees must keep their vacation accrual below the maximum allowed at the end of the payroll reporting period of the 23rd and 8th of the month to stay below the maximum and continue to accrue vacation without interruption.

Vacation Accrual During Probation Period: New employees, during their first six months of employment, are unable to use vacation leave. After six months of service, employees may access the vacation leave accrued during that time.

Vacation Pay Upon Termination: Employees who terminates prior to completion of six (6) consecutive months of employment are not entitled to payment for vacation leave. Employees who have completed six (6) consecutive months of employment and separate from city employment, are entitled to payment for accrued vacation leave. The last day an employee works is their termination date.

Employees may not extend their termination date by utilizing accrued leaves.

Employees may not receive payment for more vacation hours than the maximum allowed above.

In the case of death, compensation for accrued vacation leave will be paid in the same manner salary due to the decedent is paid.

Procedures

Scheduling of Vacations: Employees must request the use of vacation time in advance per department procedures.

Vacation requests are approved at the discretion of the city and subject to the approval of the supervisor, with regard to the needs of the employee and the city.

See respective collective bargaining agreements for additional language regarding vacation scheduling.

Responsibilities

Employees:

- Request vacation in advance per department procedures.
- Record vacation leave taken.

Supervisors:

- Respond to employees request promptly and if denying the request provide the business reason for denial.
- Record vacation leave and verify leave reported by staff.