

Union → City  
11.12.19

**ARTICLE XX VACATIONS AND PERSONAL LEAVE**

XX.1 Each eligible full-time employee shall be granted vacation leave with pay in accordance with the following:

XX.1.1 Vacation Accrual. Employees shall accrue a leave of absence with full pay for vacation purposes, in the amount specified below for each cycle of 26 full biweekly pay periods December 31st, or portion thereof, in each year of employment as specified.

<u>Years of Service</u>	<u>Hours of Vacation</u>	<u>Per 26 Pay Period Cycles</u>
First 5 years		80 hours
6 <sup>th</sup> – 10 <sup>th</sup> year		120 hours
11 <sup>th</sup> – 12 <sup>th</sup> year		136 hours
13 <sup>th</sup> – 14 <sup>th</sup> year		152 hours
15 <sup>th</sup> – 24 <sup>th</sup> year		168 hours
25 <sup>th</sup> year or more		188 hours

Employees, as a general rule, shall not be allowed to accrue vacation in excess of two times their annual vacation accrual rate. Once the maximum accumulation has occurred, vacation will cease to accrue until the employee's vacation balance has fallen under their maximum vacation accrual amount except if the employee has been denied vacation leave by the Department or designee due to operational need and this denial has resulted in the employee accruing their maximum vacation accrual amount. The employee will continue to accrue leave in instances where the Department has denied the employee's request for vacation based on operational need. It is the responsibility of the employee to track for compliance with this provision.

XX.1.2 Payment for Unused Accrued Vacation Leave Upon Termination of Employment.

If the employment by the City of any full-time employee should cease, the employee shall be given, after such termination, full pay for any vacation leave which may then have accrued.

XX.2 Vacation Leave. Any and all leaves granted pursuant to this Article shall be granted at such time or times as will not reduce the number of employees below that which is reasonably necessary for the efficient conduct of the public business of such department, except no employee who is authorized to take a leave for vacation purposes shall be required to commence such leave at a time other than the beginning of a workweek, unless the employee elects or consents to commence such leave at another and different time. Subject to the above provisions, preference of vacation leave timing in any calendar year shall be given in order of seniority. For purposes of this section "seniority" shall be determined by the length of time served by each employee within the relevant classification, and by the length of time during which such employee has worked on any shift, if more than one shift is worked by employees in such classification. Employees shall submit written requests for all vacation leave in advance and as early as practical. Written response to the leave request will be provided back to the employee within ten (10) working days of the receipt of the written request.

XX.3 Computation of Vacation Leave.

XX.3.1 For purposes of this Article, paid leave of absence from duty by reason of sick leave, holiday leave, vacation leave, compensatory time off, or any other paid leave, shall be deemed to be "time worked."

XX.3.2 Prior periods of employment shall be credited to the employee for purposes of

determining vacation eligibility provided that during each such prior employment period the employee achieved permanent status. An employee in an initial probationary status shall not be permitted to take a vacation during the first 13 pay periods of employment even though some employees may, upon satisfactory completion of the initial probationary period, be entitled to additional vacation pursuant to the above.

XX.4 Personal Leave. Effective the first pay period of each payroll year, each full time employee shall be entitled to a maximum of twenty four (24) hours of personal leave per 26 pay period cycle. Such leave may be scheduled in fifteen (15) minute increments, at any time, subject to approval of the supervisor. Personal leave is not accrued. Any such leave not taken by the date of termination for employees terminating during the year, or by the end of the last pay period in the calendar year for other employees shall not be paid out nor carried over to subsequent years. Under no circumstances, such as promotion, transfer, and/or rehire, shall an employee receive more than twenty four (24) hours of Personal Leave in any given calendar year.

XX.4.1 First Year of Employment. An employee hired after July 1 shall be provided a maximum of twelve (12) hours of personal leave in the first calendar year of employment.