

**2020 CITY OF SAN JOSE – POPRA NEGOTIATIONS
TENTATIVE AGREEMENT**

CITY PROPOSAL TO POPRA – VACATION AND PERSONAL LEAVE

City Proposed Language:

ARTICLE XX VACATIONS AND PERSONAL LEAVE

XX.1 Each eligible 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 Per 26 Pay Period Cycles</u>
First 5 years	80 hours
6 th – 10 th year	120 hours
11 th – 12 th year	136 hours
13 th – 14 th year	152 hours
15 th – 24 th year	168 hours
25 th year or more	188 hours

Employees 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. 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.

