

Vacations

I. Purpose

To provide a paid time-off benefit that will provide a restful break in the year-around routine and support the City's goals to attract and retain quality employees.

II. Policy

The City encourages and provides each eligible employee an opportunity to take an annual vacation as paid time off away from work. The City does not provide vacation pay unless vacation time is actually taken as time off from work, or upon separation.

III. Eligibility

- A. Regular full-time and regular part-time employees accrue paid vacation time depending on their length of service with the City and the number of hours they are allocated to work per week. All other employees are not considered eligible for vacation and the provisions of this policy do not apply.
- B. During their orientation periods, regular full-time and regular part-time employees accrue vacation time, but are not eligible to draw upon it until satisfactory completion of this period.

IV. Procedure

Eligible employees, not otherwise covered by a collective bargaining agreement, accrue vacation time under LMC 2.54.030 as follows:

<u>Length of Continuous Service</u>	<u>Vacation Time Accrued</u>	
		<u>Working Days Per Year</u>
After:		
6 Months		5 days
1 Year		10 days (includes the 5 days after 6 months)
3 Years		12 Days
6 Years		15 Days
9 Years		17 Days
11 Years		19 Days
16 Years		21 Days
20 Years		25 Days

As per LMC 2.54.030 (B), vacation time shall be taken within the year period following the year for which it is accumulated. The maximum number of vacation hours, which may be accrued, is double the annual accrual. Any excess unused vacation will not be carried over to the following year unless there are extenuating circumstances, and then only with the approval of the Mayor.

Vacation time may be taken in a minimum of 15-minute increments.

Employees are encouraged to schedule their vacations as early as possible for the coming year. Each department will establish a master vacation schedule no later than March 1 of each year. After the department's work requirements have been given consideration, vacations shall be granted based upon the seniority of an employee and will be subject to prior approval of the department head.

Terminating employees will be compensated for vacation leave time earned but not taken prior to the effective date of the termination.

V. Other Factors Governing the Use of Vacation

- A. If a City-paid holiday falls during an employee's vacation, the holiday will not be counted as a vacation day taken.
- B. Paid vacation time must generally be used before non-paid time off will be considered.
- C. Employees do not accrue vacation benefits while in a leave-without-pay status.
- D. Employees who become ill on vacation may NOT convert vacation days to sick leave days.

Approved:


Tina Roberts, Mayor

10-23-2000
Date