

# CITY OF COMMERCE

## ADMINISTRATIVE POLICIES

### VACATION LEAVE

#### 1.0 PURPOSE

- 1.1 To outline vacation policy for employees.
- 1.2 To assure that vacation schedules are made with full reference to the operating needs of the City.
- 1.3 To provide for a procedure of approval and communication.

#### 2.0 POLICY

- 2.1 All regular full-time and regular part-time employees will accrue vacation leave.
- 2.2 Maximum number of hours that can be accumulated and vacation leave is earned according to the following table:

##### **FIREFIGHTERS**

<b>Years of Service</b>	<b>Hours per Month</b>	<b>Maximum</b>
Less than 10 years	12 Hours per month	210 Hours
10 to 15 years	15 Hours per month	240 Hours
15 or more years	20 Hours per month	300 Hours

##### **OTHER PERSONNEL**

<b>Years of Service</b>	<b>Hours per Month</b>	<b>Maximum</b>
Less than 10 years	8 Hours per month	140 Hours
10 to 15 years	10 Hours per month	160 Hours
15 to 20 years	13.5 Hours per month	200 Hours
20 or more years	15 Hours per month	200 Hours

- 2.3 Regular part-time employees may be granted a pro rate for each calendar month of service.
- 2.4 An employee hired before the 15<sup>th</sup> of the month will accrue vacation leave for that month.
- 2.5 Vacation time earned in excess of the maximum limits will be forfeited on December 31<sup>ST</sup>.

- A. Unless the vacation time requested has been denied in writing by the Department Director or the City Manager.
  - B. If an employee was unable to use leave due to excessive work load and/or if taking leave would adversely affect the department, the Department Director may request approval of extending the maximum hours to the following year by the City.
- 2.6 Upon resignation, termination, death or retirement from City employment and employee will be paid at the normal rate of pay for his/her unused vacation leave.
  - 2.7 If an employee is prevented by injury or illness from working during a pay period, he/she will nevertheless be entitled to annual leave payment for that pay period, provided he/she has accrued sick leave sufficient to cover the remaining days of the pay period.
  - 2.8 Vacation leave will be expended in increments of not less than two (2) hours.
  - 2.9 Vacations will be scheduled at such times as the Department Director finds most suitable after considering the wishes of the employee and the requirements of the department.
  - 2.10 All requests for vacation must be approved by the Department Director prior to the commencement of the requested vacation.
  - 2.11 If an employee transfers from one department within the City to another, the vacation leave credits will also be transferred.
  - 2.12 Vacation will accrue from the date of hire, but cannot be taken until the employee has completed probation or six (6) months of employment.
  - 2.13 Temporary employees will not earn vacation nor be entitled to vacation upon separation.
  - 2.14 Vacation leave will not accrue while an employee is on a leave of absence without pay.
  - 2.15 Accrued and unused vacation leave may be used to supplement sick leave.
  - 2.16 Paid holidays occurring during vacation are not charged to vacation.
  - 2.17 Employees converted from temporary to regular positions (without break in continuity of service) will be granted retroactive vacation leave credits.
  - 2.18 All vacations for Department Directors must be approved by the City Manager.

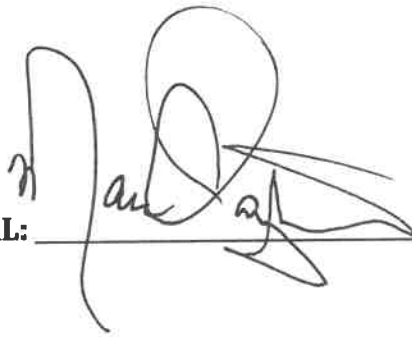
**3.0 PROCEDURES**

- 3.1 Department Directors are responsible for managing the vacation schedules in their department and for administering the provisions of this policy.
- 3.2 The City Manager will approve all vacation schedules for Department Directors.
- 3.3 Approval of vacations by Department Directors and by the City Manager will be made only when the efficiency of City operations will not be adversely affected.

**EFFECTIVE: 11-01-2014**

**LAST REVISED: 10-25-2013**

**CITY MANAGER APPROVAL:** \_\_\_\_\_



**DATE:** \_\_\_\_\_

11/14/14