

Chapter 8 Leaves of Absence

Vacation

All regular full-time employees are eligible to accrue vacation according to the following schedule (unless noted differently in the respective collective bargaining agreement):

Years of Service (date of hire)	Annual Accrual	
	Hours	Days
0-1	88	11
Beginning of 2 nd year	96	12
Beginning of 3 rd year	104	13
Beginning of 4 th year	112	14
Beginning of 5 th year	120	15
Beginning of 6 th year	128	16
Beginning of 7 th year	128	16
Beginning of 8 th year	136	17
Beginning of 9 th year	136	17
Beginning of 10 th year	144	18
Beginning of 11 th year	144	18
Beginning of 12 th year	152	19
Beginning of 13 th year	160	20
Beginning of 14 th year	168	21
Beginning of 15 th year	176	22
Beginning of 20 th year	200	25

Regular, part-time employees will earn vacation on a prorated basis, up to the maximum accrual equal to a full-time employee accrual rate.

For new hires, the City Administrator may consider other years of experience for vacation accrual rates. All vacation requests are subject to the approval of the supervisor and department head. Unauthorized time off may be considered leave without pay and subject to discipline.

Vacation may be accrued up to the following maximum:

Years of Service	Maximum Accumulation
0-5	120 hours
6-10	180 hours
11+	300 hours

Non-Exempt employees—no vacation will be earned over the maximum allowable hours at any one time.

Exempt Employees—vacation may be earned over the maximum allowable hours during the calendar year. Any hours over that maximum must be used by the employee by December 31 of each year or it will be forfeited by the employee.