

VACATION (Annual Leave)

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I. PURPOSE

Vacation time is a benefit for regular City employees. Vacations are granted to employees as a way of recognizing their work throughout the year. Vacations are meant to give the employee an opportunity to relax with family and friends and to return to the job refreshed and ready to take on new challenges. The purpose of this policy is to define actual rates and procedures relating to vacation (annual leave).

II. POLICY

Regular full-time employees accrue vacation at the following rates:

<u>Months</u>	<u>Continuous Service Length of Service</u>	<u>Annual Vacation</u>	<u>Hours Accrued Per Pay Period</u>
0-12	0-1 year of service	80 hours per year (10 8-hour days)	3.08
13-36	2-3 years of service	88 hours per year (11 8-hour days)	3.38
37-96	4-8 years of service	112 hours per year (14 8-hour days)	4.31
97-180	9-15 years of service	136 hours per year (17 8-hour days)	5.23
180 +	16 or more years of service	160 hours per year (20 8-hour days)	6.15

Regular part-time employees normally scheduled to work 20 hours a week accrue vacation at 1/2 (.50) the rate listed above.

Regular part-time employees normally scheduled to work 30 hours a week accrue vacation at 3/4 (.75) the rate listed above.

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Employees who are required to work 24-hour shift assignments in the Department of Fire and Emergency Management accrue annual leave at the following rates:

<u>Continuous Service</u>		
<u>Months</u>	<u>Years</u>	
0-12	0-1 year of service	5 shifts per year
13-36	2-3 years of service	6 shifts per year
37-96	4-8 years of service	7 shifts per year
97-180	9-15 years of service	8 shifts per year
180 +	16 or more years of service	10 shifts per year

Employees are eligible for vacation benefits after 12 months of service.

III. PROCEDURE

The times during the calendar year at which an employee shall take his vacation shall be determined by each department head respectively with due regard for the wishes of the employee and particular regard for the needs of his/her department.

Vacation leave may be taken at two or more times, unless, for the convenience of the City, the department head determines that it shall be taken in one continuous period.

Employees may, on approval of the department head, carry-over up to one year of accrued vacation. Employees cannot carry-over more than one year of accrued vacation.

With the consent of the City Manager, employees hired from another governmental agency such as City, State, Federal, a special district, may be entitled to receive years-of-service credit accrual rate for such previous employment. An employee with years of service credit will accrue vacation with the City of Visalia at the same rate as if the time served with the former government agency were served as a City employee. The years-of-service credit carry-over applies only to the government agency the employee was employed with immediately prior to employment with the City of Visalia. This credit is given for whole years of service. Portions of years of service cannot carry over.

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Former City of Visalia employees who are reinstated within six (6) months shall receive years-of-service for their prior years with the City.

If an employee is sick while on vacation, he/she may use sick leave time instead of vacation time if he/she furnishes the supervisor with a statement from the doctor.

No authorization for compensation in lieu of vacation will be given to any employee during City employment. Employees who leave City employment will be compensated for accrued but unused vacation time.