



**CITY OF WATAUGA – PERSONNEL, ADMINISTRATION AND FINANCIAL POLICIES AND PROCEDURES MANUAL**

<b>POLICY TITLE</b>	<b>Vacation Leave</b>
<b>INITIAL EFFECTIVE DATE</b>	<b>March 27, 2017</b>
<b>LAST REVISION DATE</b>	<b>January 1 ,2023</b>
<b>POLICY NUMBER</b>	<b>8.02</b>

**OBJECTIVE** This policy provides procedures for administering vacation leave.

**SCOPE** This policy applies to eligible employees. Vacation leave eligibility is dependent upon a variety of factors, including employee classification and probationary status.

**POLICY**

**A. Purpose**

The intent of vacation leave is to provide eligible employees with a benefit for paid time off for the purpose of rest, relaxation, recreation, and to return to work regenerated. It may also be used to supplement sick leave in the event of a serious health condition impacting the employee or their eligible family member.

**B. Administrative Guidelines**

1. Full-time regular employees are eligible for vacation leave. Part-time regular benefited employees are eligible for vacation leave at a prorated rate. Seasonal, temporary, or part-time (working under 20 hours a week) employees are not eligible for vacation leave.
2. Employees begin accruing vacation leave when hired but are unable to use it until after successfully completing their probationary period. Probationary periods are usually six (6) months unless extended. Civil Service employees are eligible to use vacation leave after six (6) months of employment even though their probationary period may be twelve (12) months or longer.
3. Vacation carry overs are allowed as long as the employee has not reached their maximum accrual at the end of the calendar year. **See Section C.**
4. Employees on leave without pay, disability leave, family medical leave, workers' compensation injury leave (after period of salary continuation) or receiving donated sick leave that have exhausted all leave shall not accrue vacation leave. Vacation leave will accrue based on a prorated basis of the actual hours worked within that month. The

accrual rate is based upon length of service and number of hours worked per regular workweek.

5. Employees must schedule vacation in advance with their Department Director or Supervisor, who shall give due consideration to the request and the needs of the department. Vacations can only be scheduled when the workload permits; however, every reasonable effort shall be made to accommodate individual requests.
6. Employees are required to take vacations of at least one (1) week per year. If an employee requests fewer consecutive days off, vacation time may be taken in increments of not less than one hour for non-exempt employees and in half-day increments for exempt employees; however, all such requests must be authorized by the Supervisor or Department Director in advance of the time off.
7. Holidays occurring during scheduled vacation leave shall be paid as Holiday Pay and will not be deducted from the employee's vacation accrual unless the employee is scheduled to work that day (i.e. Police and Fire personnel). The employee may then use a vacation day and receive holiday pay.
8. Vacation Leave cannot be advanced. Employees may only be absent from work for the amount of vacation leave time accrued; time off cannot be taken as "unpaid" in addition to vacation leave unless approved by the Department Director and Human Resources Director.
9. **Employees are required to use vacation leave.** When it appears that a vacation, or at least time away from the work place, may be in the best interest of the employee, or those of the department or City, the Department Director may, with the approval of the City Manager, require an employee to take at least one week of accrued vacation leave to be away from the job for an extended period, particularly if the employee has not taken at least one consecutive week of vacation leave in the past twelve months. Similarly, the City Manager may require a Department Director to take accumulated vacation leave if the City Manager deems it is in the best interest of the employee, the department and the City. If an employee refuses to take the one-week minimum vacation leave, the employee will forfeit those vacation days/hours at the end of the calendar year.
10. Vacation leave cannot be used during a disciplinary suspension as a means to supplement pay lost as a direct result of the suspension.
11. If an employee changes status to a status not eligible for vacation, they will be paid their accumulated vacation leave balance at the conclusion of the pay period prior to the status change in accordance with this policy.
12. Exceptions to this policy must be approved by the City Manager.

### C. Vacation Leave Accrual

1. Full-time Employees vacation leave accrual rates are based on length of service and according to the employees scheduled work hours in monthly accrual amounts.

#### **General Government Employees 8-10 Hours**

Length of Service (Years)	Vacation Hours Per Year	Monthly Accrual Hours
<0-2	80	6.67
3-4	120	10.00
5-9	128	10.67
10+	168	14.00

2. Civil Service shift employees accrue vacation leave according to their scheduled work hours in monthly accrual amounts. Should an employee transfer to a different hour schedule/shift the employees current vacation balance will not change. Only the accruals going forward will change based on the effective date of the change.

#### **Civil Service Employees 8-10 Hours**

Length of Service (Years)	Vacation Hours Per Year	Monthly Accrual Hours
0-4	120	10
5-9	128	10.67
10+	168	14.00

#### **Civil Service Employees 12- & 24-Hours Shift**

Length of Service (Years)	Vacation Hours Per Year	Monthly Accrual Hours
0-4	180	15.00
5-9	192	16.00
10+	252	21.00

3. Vacation leave may accrue up to 240 hours per calendar year for employees working 40-hour work weeks and 360 hours for 12/24 hour shift personnel. Once the employee

has accrued the maximum allowed accrual, no further hours will accrue. As an employee uses vacation and the balance falls below the maximum, the employee will start accruing again.

4. Regular Part-time employees accrue vacation leave according to their scheduled work hours according to the following schedule, up to but not more than 120 hours maximum:

***Regular Part-time Employees 20-29 hours a week***

<b>Years of Service</b>	<b>Monthly Accrual hours</b>
<b>0-5</b>	1.67
<b>6-10</b>	3.33
<b>11+</b>	5.00

**D. Vacation Leave Pay at Separation**

1. Employees who separate from employment are eligible to receive compensation for their accrued vacation leave only if they have successfully completed the probationary period and have been employed with the City for a minimum of twelve (12) months. *See Policy 3.03 Probationary Period.* Employees may not use accrued vacation during the last two (2) weeks of employment without prior approval from the Department Director.
2. Upon separation from employment, payment of accrued vacation leave shall be paid in a lump sum amount at the regular rate of pay for up to a maximum allowed accrual of vacation leave or as specified in an employment agreement. 12/24-hour shifts will be paid at the 12-hour rate in accordance with their leave accrual.
3. Upon separating employment with the City, all vacation leave credits shall be canceled and shall not be reinstated should the employee later be re-employed.
4. Any employee who quits without notice from their position and does not give a 2-week notice will forfeit their vacation pay at separation.

**E. Vacation Buy Back**

The Vacation Buy Back Program may be reinstated by the City Manager at any time. The City may, at the City's option, buy back all or any part of accrued and unused vacation leave from employees who have accrued a minimum of 80 hours.