

ANNUAL LEAVE

Revised July 2003

SECTION: 24

A. ACCRUAL RATE

Full-time Regular and Appointed employees accumulate annual leave based on their years of service. Service must be continuous as an eligible employee, however, in some circumstances; employees may be entitled to reinstatement of prior service (See Section 5: Discipline & Separation) or prorating of the below accrual schedule (See Section 4: Employment Status & Benefits Eligibility). Accrual rates are as follows:

Up to 5 years of service	4 hours per pay period
5 to 10 years of service	4.93 hours per pay period
10 to 15 years of service	6.77 hours per pay period
15 or more years of service	8 hours per pay period

B. MAXIMUM ACCUMULATION

An employee may elect to accumulate up to but no more than 280 hours of annual leave at the end of any fiscal year. Annual leave in excess of 280 hours will be lost. Upon termination, employees will be paid for accumulated annual leave not to exceed 280 hours, plus the current year=s accumulated hours of annual leave. If a department head denies an employee=s request to take annual leave, the annual leave may be carried over into the following fiscal year, which leave hours may then exceed the 280 hours limit.

C. SAME DAY AS HOLIDAY

A holiday that falls on an employee's regular working day within a period when annual leave is being taken will be credited as a holiday and not as a day of annual leave.

D. ACCRUAL DURING LEAVE FROM EMPLOYMENT:

See Section 27: Extended or Intermittent Leave regarding accrual of annual leave during leave from employment.

E. PROVISIONS FOR EMPLOYEES COMPLETING THEIR ORIENTATION PERIOD:

Employees begin accruing annual leave at the date of hire. Employees completing their orientation period are eligible at any time after hire to take up to the amount accumulated with the understanding that annual leave pay will be deducted from their final paycheck upon failure to complete six months continuous service.

F. VACATION SCHEDULES

Vacations will be scheduled so as to meet the operating requirements of the City, and, insofar as possible, the preference of the employees. Seniority within the various departments shall apply in case of conflict of these schedules. The department head should approve vacation periods of a week or more in duration at least two weeks in advance. Failure to give notice may result in denial.