



**CITY OF WAUKESHA**

**Administration**

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<b>Common Council Item Number:</b> Click here to enter text.	<b>Date:</b> <b>2/19/2015</b>
<b>Submitted By:</b> Donna Whalen, HR Mgr./Asst. City Attorney	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator <b>KML</b>
<b>Finance Department Review:</b> Rich Abbott, Finance Director <b>n/a</b>	<b>City Attorney's Office Review:</b> Brian Running, City Attorney <b>n/a</b>
<b>Subject:</b> Amend Human Resources Policy C-2 to eliminate the restriction on the use of vacation during the initial six (6) months of employment.	

**Details:**  
 The issue of whether new employees are allowed to take vacation time during the initial six (6) months of employment has come up several times when applicants were discussing working conditions with department directors. Currently there is no flexibility to allow for vacation during the first six (6) months of employment even when the applicant may have made extensive arrangements for a family vacation. Deleting this restriction would allow the supervisor to determine whether to allow the time off based on the operational needs of the department. We believe our supervisors have the knowledge and ability to make those decisions. In most cases this would involve accrued vacation of five (5) days during the first six (6) months since most new employees accrue 0.8 days of vacation per month. Our policies allow use of vacation only if it has been earned (accrued).

**Options & Alternatives:**  
 Do not amend the policy restricting the use of vacation during the first six (6) months of employment..

**Financial Remarks:**  
 There is no financial impact involved in this policy amendment.

**Executive Action:**  
 Recommend approval of requested amendment deleting the restriction on the use of vacation time during the initial six months of employment.

**Committee Recommendation:**  
 Human Resources Committee recommends approval of the requested amendment to HR Policy C-2.

