

# CITY OF WAUKESHA

## HUMAN RESOURCES POLICY/PROCEDURE

### POLICY C-2 – Vacation Leave

Policy: Vacation leave is intended not only to reward an employee for service to the City but also to provide employees with a break from their normal work routine so that they may become refreshed and recharged before returning to work again. Therefore, pay in lieu of time off is not permitted. The policy of the City is that each eligible employee should take a period of time away from work to do whatever he/she chooses, at least once a year. Any annual leave will not be accumulated beyond the amounts authorized in this policy.

#### General Guidelines.

1. All regular full-time and regular part-time (prorated benefits) employees, excluding all provisional employees (employment is of a casual nature and/or on a nonrecurring, or seasonal basis), are eligible to receive vacation. Time lost due to illness or injury paid under worker's compensation guidelines shall be considered as credit for service.
2. Employees are encouraged to take a vacation leave consisting of at least five (5) consecutive workdays during each new year of employment.
3. Paid vacation leave may not be taken during or prior to completion of an initial continuous period of service of six (6) months.
4. Vacation leave time continues to accumulate while an employee is on regularly scheduled vacation leave, paid sick leave, paid military leave, or paid temporary disability (for a period of four (4) months or less). However, an employee on a leave of absence for a time that is in excess of a paid benefit is considered on inactive status and not eligible to accrue vacation leave benefits during such absence.
5. Vacation leaves may not be taken in advance of being accumulated.
6. This policy does not apply to Police and Fire Department employees covered by a labor agreement.
7. Should the City determine that the termination of an employee is due to serious misconduct, accrued vacation leave will not be paid.

#### Authorized Vacation Leave Schedule.

1. Employees will begin accumulating paid vacation leave upon the start of their employment at the rate of 6.67 hours per month (10 days per calendar year). (This will equate to 12 hours per month for 24-hour fire department position.) This rate of accumulation will continue through the seventh (7th) year of continuous service. Thereafter paid vacation leave will accrue at the following monthly rate:

<u>Years of Continuous Service</u>	<u>Paid Annual Leave per Month as of January 1</u>	
	<u>8 Hour Personnel</u>	<u>24 Hour Fire Dept Personnel</u>
After seven (7) years' service	8 hours	14.4 hours
After eight (8) years' service	10 hours	18 hours
After thirteen (13) years' service	10.67 hours	19.2 hours
After fourteen (14) years' service	12 hours	21.6 hours

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After fifteen (15) years' service	13.33 hours	24 hours
After seventeen (17) years' service	14 hours	25.2 hours
After twenty (20) years' service	14.67 hours	26.4 hours
After twenty-one (21) year's service	15.33 hours	27.6 hours
After twenty-two (22) year's service	16 hours	28.8 hours
After twenty-three (23) years' service	16.67 hours	30 hours
After twenty-four (24) years' service	17.33 hours	31.2 hours
After twenty-five (25) years' service	18 hours	32 hours

Without regard to calendar year, employees may, at any given time, accumulate up to one and one-half (1-½) times their vacation leave entitlement. Vacation leave will not accumulate for any month in which the maximum accumulation has been reached.

2. Transition Period to convert to new policy (Calendar year 2013). In order to permit an equitable transition to this vacation leave accumulation policy from expired labor agreements; the following will be in effect from January 1, 2013 through December 31, 2013.
  - a. On January 1, 2013, employees subject to this policy shall be credited with the amount of paid annual leave that would have been accumulated had this policy begun on their anniversary date of employment. For example, if employment began in July, the number of months credit would be six (6).
  - b. Annual paid leave days may be used in advance of their accumulation up to the amount that would be accumulated by December 31, 2013. If employment is terminated prior to the actual earning of the advanced accumulation, the City will be reimbursed the equivalent amount.
  - c. Paid vacation leave days may be accumulated in excess of the allowed maximum. Any accrued leave in excess of the allowed maximum accumulation that is unused after December 31, 2013 will be forfeited.

### **Definitions.**

- Week: Five (5) work days or seven (7) consecutive calendar days.
- Day: Eight (8) regularly scheduled work hours.
- Pay Calculation: The employee's current daily base salary times the number of eligible paid vacation leave days.

### **Scheduling Leave.**

1. Vacation Leave may be taken at any time during the calendar year. Vacation leave is scheduled to give as much consideration as possible to the request of individual employees but at the same time to avoid undue interference with the effective performance of City work and schedules. Under normal conditions, subject to the approval of employee's immediate supervisor, leaves may be taken anytime between January 1 and December 31. No vacation leave will be taken without prior supervisory authorization.
2. Department Directors or supervisors might deny individual vacation leave requests during peak-work load periods. Individual departments have the right to restrict vacation leave scheduling based on the operational needs of their department.
3. All vacation leave requests must be made in writing to the department director or his/her designee. Each department director will determine the process for requesting and scheduling vacation leave requests within their departments subject to approval by the Human

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Resources Manager. Departments are encouraged to utilize seniority for purposes of vacation leave selection whenever practicable.

### Holidays During Annual Leave.

Only actual working days are counted as vacation leave. Authorized legal and other holidays, or Saturdays and Sundays are not counted as vacation leave time.

### Conversion of Part-Time Service to Full-Time Credit

Temporary and intermittent part-time employees are not eligible for benefits under the vacation leave program. Those employees who work regular part-time schedules and have a leave program, will accrue benefits in accordance with the details of such program.

An individual's actual hours worked on a regular part-time status would be totaled and multiplied by the years of service, then divided by 2080 hours to arrive at an amount which equals the converted service credit years. (The final figure would be rounded to the nearest whole number.)

#### EXAMPLES:

- (1) 30 hours/week for 9 years  $= (30 \times 52 \times 9) / 2080 = 7 \text{ years}$
- (2) 25 hours/week for 7 years  $= (25 \times 52 \times 7) / 2080 = 4 \text{ years}$
- (3) 20 hours/week for 5 years  $= (20 \times 52 \times 5) / 2080 = 3 \text{ years}$
- ~~(4) 15 hours/week for 3 years  $= (15 \times 52 \times 3) / 2080 = 1 \text{ year}$~~

### Payment of Accrued Vacation Leave

1. LUMP SUM UPON TERMINATION: Where applicable, an eligible employee who is terminating their employment will receive a lump sum payment for vacation leave earned to the date of termination.
2. BENEFITS RUN-OUT: An employee who is terminating their employment may choose to let their accrued but unused annual leave run out, in the same year that its use is allowed.
3. EMPLOYEE DEATH: Whenever an employee of the City dies during the term of his/her employment with the City, the surviving spouse or designated beneficiary will receive a lump sum payment for vacation leave the employee accrued but did not use to the date of death.
4. ACCRUAL CALCULATION: Any part of a month, in which an employee is in a paid status shall be credited as a whole month for purposes of accruing vacation leave.

Passed this \_\_\_\_\_ day of December, 2014.

Approved this \_\_\_\_\_ day of December, 2014.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk