



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

POLICY TITLE	Vacation Leave
INITIAL EFFECTIVE DATE	March 27, 2017
LAST REVISION DATE	January 14, 2019
POLICY NUMBER	8.02

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, or recreation. 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 or temporary 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 encouraged to take vacations in one (1) week intervals. If an employee requests fewer consecutive days off, vacation time may be taken in increments of one hour, no less; 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 strongly encouraged 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 vacation leave when so requested, the employee may forfeit vacation hours for the period of time under discussion.
10. Vacation leave will not be authorized 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. Vacation leave accrual rates are based on length of service and the number of hours worked in a regular workweek.

Changes to Vacation Accruals are effective January 14, 2019 and do not affect employees hired prior to that date.

General Government Employees

Length of Service (Years)	Vacation Days Per Year
6 months	5
1-2	10
3-4	15
5-9	16
10+	21

Civil Service Employees

Length of Service (Years)	Vacation Days Per Year
0-4	15
5-9	16
10+	21

2. Regular full-time and regular part-time benefited employees accrue vacation leave according to their scheduled work hours.

Weekly Scheduled Hours	Monthly Vacation Accrual Amount <i>Based on Vacation Days</i>				
	5	10	15	16	21
20 per week	1 hr	2 hrs	3 hrs	4 hrs	5 hrs
21-25 per week	1.33 hrs	2.67 hrs	4 hrs	5 hrs	6 hrs
26-29 per week	1.67 hrs	3.33 hrs	5 hrs	6 hrs	7 hrs
40 per week	3.33 hrs	6.67 hrs	10 hrs	10.67 hrs	14 hrs
Police Officers (10 Hour Shift)	4.17 hrs	8.33 hrs	12.5 hrs	13.33 hrs	17.5 hrs
Police Officers (12 Hour Shift) Firefighters (24 Hour Shift)	5 hrs	10 hrs	15 hrs	16 hrs	21 hrs

3. **All employees hired before October 1, 2013:** The maximum accrual is equivalent to sixty (60) days. Once the maximum accrual is reached, any vacation leave hours over the maximum accrual shall be lost if not used by end of the calendar year.
4. **All employees hired on or after October 1, 2013:** The maximum accrual is equivalent to thirty (30) days. Once the maximum accrual is reached, any vacation

leave hours over the maximum accrual shall be lost if not used by end of the calendar year.

D. Vacation Leave Pay at Separation

1. Employees who terminate employment or retire are eligible to receive compensation for their accrued vacation leave only if they have successfully completed their 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. Employees hired before October 1, 2013: Compensation shall be paid in a lump sum amount at the regular rate of pay for up to a maximum of sixty (60) days of accumulated vacation leave or as specified in an employment agreement. The employee will be paid at a rate equal to the employee's regular rate of pay including longevity pay. Firefighters on 24 hour shifts will be paid at the 12 hour rate in accordance with their leave accrual.
3. Employees hired on or after October 1, 2013: Compensation shall be paid in a lump sum amount at the regular rate of pay for up to a maximum of thirty (30) days of accumulated vacation leave or as specified in an employment agreement. The employee will be paid at a rate equal to the employee's regular rate of pay including longevity pay. Firefighters on 24 hour shifts will be paid at the 12 hour rate in accordance with their leave accrual.
4. 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.

E. Vacation Sell Back

The Vacation Sell Back Program may be reinstated by the City Manager at any time. Employees who have a minimum of 80 hours of vacation leave and a minimum of 80 hours of sick leave are eligible to sell back vacation time.