

ARTICLE 19. VACATION (ANNUAL LEAVE)

Section 1. Application for vacation leave shall be made in advance of use. Vacation request of three (3) days/shifts or less must be requested and approved or denied within twenty four (24) hours of the initial request. Vacation request for four (4) days/shifts or more must be requested and approved or denied within four-eight (48) hours of the time of the request. In emergency cases, departmental management may waive this requirement. Maintenance of superior service and adherence to schedules are commitments which may compel department management to restrict the scheduling of vacation during certain periods of the year. When a written request for vacation is denied, the employee will be notified in writing. Vacation leave may be granted to any employee with permanent status.

Section 2. Employees shall accrue paid vacation credit at their straight time rate during active pay status on the following basis:

Amount of Service	No. of Days Per Year	Hours Accumulated Per Year	Hours Accumulated Per Week
0-5 Years	12	96.0	1.848
6 Years	13	104.0	2.000
7 Years	14	112.0	2.152
8-10 Years	15	120.0	2.308
11 Years	16	128.0	2.460
12 Years	17	136.0	2.616
13 Years	18	144.0	2.768
14 Years	19	152.0	2.924

ARTICLE 19: VACATION (ANNUAL LEAVE) (continued):

Section 2 (continued):

15 Years or More	20	160.0	3.076
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This provision shall be interpreted to mean that the employee has completed the number of years prior to becoming eligible for the corresponding days of vacation.

Vacation leave shall accrue as scheduled above and on the vacation previous page. The maximum number of vacation days to accrue shall be two (2) times the annual rate of accrual.

Section 3. Employees becoming hospitalized while on vacation may use sick time for such periods of illness providing a doctor's certificate is presented to the employee's Department Director or upon his return to work.

Section 4. Payment of vacation time in lieu of actually taking vacation will not be permitted except in these special cases:

- (a) Employees entering military service; and
- (b) Separation from City employment.
- (c) Or under Section 6 of this Article

Upon separation from City employment, regular employees shall be entitled to compensation for any earned but unused vacation to their credit on the effective date of termination.

Section 5. If the workload permits, employees may request application of unused vacation for any nationally recognized

religious holiday associated with the religious faith of the employee which occurs on a normal work day.

Section 6. An employee may elect to receive payment of up to 80 hours from their vacation account and/or sick leave account, as provided for in Article 12, at the end of the fiscal year. The employee must make this election in October of the current fiscal year and payment will be made by December 31st of the election year. Payment will be at the employee's current rate of pay, as of the date paid and will not be affected by any subsequently adopted retroactive pay increases. Any unused or unpaid vacation leave shall remain in the employee's vacation accrual account.

Employees must be on payroll at the time vacation buy back is paid to all employees.