

Section I - Eligibility

The following policy is for salaried employees.

1. No vacation time shall be earned during the first six months of employment. Employees continue to earn vacation time at the following rates:

6 months - 5th year	10 working days (equivalent) per year
6th year anniversary - 9th year	15 working days (equivalent) per year
10th year anniversary - 17 year	20 working days (equivalent) per year
18th year anniversary on	25 working days (equivalent) per year
2. Vacation hours used and monthly accruals will be reflected on check stubs.
3. Vacation may be used at any time after it has been accrued however, you may not exceed the amounts as indicated on your check stub.

Section II - Vacation Pay

1. Pay for all vacation time will be based on the employee's rate at the time vacation is used.
2. One week increments of vacation pay may be received in advance with one week written notice to the Finance Department.

Section III - Scheduling and Approvals

1. All vacations shall be approved by the supervisor with consideration given to staffing requirements, departmental seniority, and employee preference.
2. Any reservation costs incurred by an employee due to rescheduling their vacation at the request of the City will be reimbursed provided such costs are substantiated.

Section IV - Vacation Carry-Over

Employees may carry-over up to 80 hours of vacation time from one year to another. Total vacation eligibility cannot exceed 80 hours plus the annual accrual amount for that year. Any leave in excess of the above must be approved by the department manager.

Section V - Termination of Employment

Employees leaving City service shall be paid for all hours accrued vacation at their final rate of pay.