

3 - EMPLOYEE BENEFITS

3.2 - Vacation

Revised: July 2025

Full-time regular employees who are not Department Directors will be granted paid vacation time annually in accordance with the following schedule:

- At time of hire – 2 days
- At 6 months – 3 days
- At least one year continuous employment - two weeks
- At least five years continuous employment - three weeks
- At least 12 years continuous employment - four weeks
- At least 20 years continuous employment - five weeks

Any exceptions must be pre approved by the City Administrator.

Years of employment are usually calculated from the date of full-time regular employment.

Paid vacation must be taken within the one-year period between employment anniversary dates, however, an employee may carry over a maximum of five days of vacation time into the employee's next anniversary year.

Each Department or Division may establish its own policy regarding the minimum number of hours that may be used and the procedures for vacation requests and approval. Employees may elect to use vacation in increments of not less than 15 minutes to apply to time missed due to inclement weather.

In order to audit financial practices and prevent fraudulent activities, all Finance Department employees are required to remove themselves from all duties related to cash and accounting for a period of not less than five full consecutive work days each year. For record-keeping purposes, the five-day period is measured from the employee's first anniversary and annually thereafter. If a staff member does not take five full consecutive work days off in a year by utilizing available time off benefits, they will be reassigned to other duties for five full consecutive days doing other work in the city that does not involve cash handling or use of accounting software. Holidays shall not count towards this five-day period. Each employee covered by this provision is responsible for complying with this requirement and must provide detailed signed and dated documentation of compliance to the Finance Director before the completion of his or her anniversary year. Other departments that handle cash and accounting are audited on a spontaneous but frequent basis.

A Department Director may give written authorization for an employee to use accrued vacation in advance in case of an emergency, or before an unpaid Leave of Absence, or before using unpaid leave covered by the Family and Medical Leave Act.

Paid vacation shall be paid at the employee's regular straight hourly rate of pay and shall not be paid at an overtime or higher rate of pay.

Employees leaving employment will be eligible for unused and accrued vacation time. All eligible

vacation leave payout dollars will be converted into a Retirement Health Savings account on a tax deferred basis.

The City Administrator is authorized to negotiate vacation schedules for Department Directors. The City recognizes that such professionals have previous years of experience that may be reflected when determining their vacation schedules. The following schedule will serve as a guide:

- First year of service following completion of a 6-month probationary period - 2 weeks
- Five years of service/experience - 3 weeks
- Twelve years of service/experience - 4 weeks
- Twenty years of service – 5 weeks