

ARTICLE 10 - ANNUAL LEAVE

(A) The City and the Association agree that annual leave is provided to employees for purposes of rest and relaxation from their duties and for attending to personal business. Absences not specifically covered by the provisions of this agreement may be chargeable to annual leave to the extent that annual leave has been accrued or advanced. Employees shall be eligible to take annual leave after six (6) months (thirteen (13) complete pay periods) continuous full-time service.

(B) Accumulation of Annual Leave

1. Annual leave shall accrue from the date of entry on duty to all employees, except those employed on a temporary appointment basis. Part-time employees employed on an indefinite basis are eligible for annual leave on a prorated basis. Employees who are in a non-pay status for part of a pay period shall have their annual leave accumulation reduced on a prorated basis.

2. Employees who are on pay status for eighty (80) hours within the pay period shall accrue annual leave in an amount equal to:

- a. Three and eight hundredths (3.08) hours biweekly for the first month through the twenty-fourth (24th) month. (10 DAYS)
- b. Four and sixty two hundredths (4.62) hours biweekly for the twenty-fifth (25th) month through the eighty- third (83rd) month. (15 DAYS)
- c. Four and ninety two hundredths (4.92) hours biweekly for the eighty fourth (84th) through the one hundred twentieth (120th) month. (16 DAYS)

- d. Six and ninety six hundredths (6.96) hours bi-weekly for the one hundred twenty-first (121st) month through the one hundred eightieth (180th) month. (22.5 DAYS)
- e. Seven and seventy three hundredths (7.73) hours bi-weekly for each month after the one hundred eighty-first (181st) month. (25 DAYS)

Months of Service	Annual Leave Accrual Rate	Days Per Year based on an 8 hour shift	Maximum Accrual of Annual Leave based on an 8 hour shift
1-24	3.08	10	25 days (200 hours)
25-83	4.62	15	37.5 days (300 hours)
84-120	4.92	16	40 days (320 hours)
121-180	6.96	22.5	56.25 days (450 hours)
181-240	7.73	25	62.5 days (500 hours)

(C) Annual leave may be accumulated up to a maximum of two and one-half (2½) times the employee's annual accrual. At the end of the calendar year, any annual leave which exceeds the allowed maximum shall be forfeited on December 31st of each year, unless the employee was not allowed to take or complete a vacation as scheduled or rescheduled during the last sixty (60) days of the year. Employees who were so affected shall be paid at their full salary, plus longevity, for all vacation hours they are required to forfeit as a result of a scheduled vacation being canceled. All vacation hours that would be forfeited shall automatically be transferred to the catastrophic leave fund.

(D) Employees with more than six (6) months service, who are separated from the City's employment, are entitled to payment for unused annual leave not previously forfeited. In the event of death, payment for accrued annual leave, after six (6) months service, will be made to the beneficiary(ies) designated by the employee on the latest Designation of Beneficiary form in the Human Resources Department employee's personnel file.

(E) Application for annual leave must be approved in advance of taking leave on the appropriate annual leave form in accordance with departmental rules. Vacation scheduling guidelines may be established on a department or division basis and included in the department/division work rules. Emergency Annual Leave must be approved in accordance with departmental reporting rules. Employees must not be denied the opportunity to use their annual leave without just and reasonable cause.

(F) Upon approval by the City Manager, an employee may be advanced annual leave. An employee who has taken advance annual leave beyond that accrued at the time of separation shall make restitution for such leave, either by deduction from any amount owed the employee in a final paycheck by the City or by cash refund.

(G) Employees may elect to exchange up to sixty hours (60 hours or less) annual leave for up to sixty (60) hours salary plus longevity, subject to the following conditions:

1. Exchange of annual leave shall only be done at the first payday of each December unless otherwise authorized by the City Manager.

2. To be eligible to exchange annual leave for pay, the employee must have been in the classified service for a minimum of eighteen (18) months.

3. Exchange privileges apply only to accrued annual leave.