**C:\Documents and Settings\btoor\Local Settings\Temporary Internet Files\Content.IE5\N4RCLVAB\MCj02865700000[1].wmfVACATION TIME …………………………………………………………………………………………………………………………..**

Vacation time is accrued from the day you start working for the City, and it may be used after successful completion of the new hire Probationary Period. Vacation time may not be used during the pay period in which it is earned. You may schedule vacation at any time provided it is approved by your department director or City Manager and does not interfere with the operations of the City. Vacation accrues according to the following schedule:

***AFSCME represented and non-represented employees:***

|  |  |
| --- | --- |
| First Year | 12 days |
| Second Year | 13 days |
| Third Year | 14 days |
| Fourth and Fifth Year | 15 days |
| Sixth and Seventh Year | 17 days |
| Eighth and Ninth Year | 18 days |
| Tenth and Eleventh Year | 19 days |
| Twelfth and Thirteenth Year | 20 days |
| Fourteenth and Fifteenth Year | 21 days |
| Sixteenth Year and thereafter | 23 days |

Maximum accrual that may be carried over into the following year is the amount of vacation that you could have earned in two years. Time in excess of this amount will expire, unless you were prevented from using requested vacation time due to the demands of the City.

Upon termination or retirement, you will be compensated for unused vacation up to the amount of vacation time earned over a period of two years, at your current rate of accrual.

**Fire Fighters (Day Shift): Fire Fighters (24-hour Shift):**

|  |  |  |  |
| --- | --- | --- | --- |
| First through Fourth Years | 80 hours | First through Fourth Years | 144 hours |
| Fifth through Ninth Years | 96 hours | Fifth through Ninth Years | 192 hours |
| Tenth through Fifteen Years | 120 hours | Tenth through Fifteen Years | 240 hours |
| Sixteen or More Years | 160 hours | Sixteen or More Years | 264 hours |

The Fire Chief must approve use of any vacation in excess of one year’s accrual in any one calendar year.

Upon termination or retirement, you will be compensated for unused vacation and holiday leave earned over a period of two years, as provided for in the bargaining agreement.

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