



VACATION TIME

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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.