

## **VACATION POLICY**

Regular full-time and benefitted part-time City employees are granted paid vacation which accumulates at the following rates depending on non-exempt, exempt, or at-will status and years of service.

### **Non-Exempt Employees:**

0-5 years of service: 12 days per year (3.692 hours bi-weekly)

5-10 years of service: 14 days per year (4.308 hours bi-weekly)

10-15 years of service: 17 days per year (5.231 hours bi-weekly)

15-20 years of service: 22 days per year (6.769 hours bi-weekly)

20+ years of service: 25 days per year (7.693 hours bi-weekly)

### **Non-Exempt Shift Firefighters:**

0-5 years of service: 144 hours per year (5.5385 hours bi-weekly)

5-10 years of service: 168 hours per year (6.4616 hours bi-weekly)

10-15 years of service: 192 hours per year (7.846 hours bi-weekly)

15-20 years of service: 264 hours per year (10.1539 hours bi-weekly)

20+ years of service: 288 hours per year (11.538 hours bi-weekly)

### **Exempt Employees:**

0-15 years of service: 20 days per year (6.154 hours bi-weekly)

15-20 years of service: 22 days per year (6.769 hours bi-weekly)

20+ years of service: 25 days per year (7.693 hours bi-weekly)

### **Exempt Appointed At-Will Employees:**

0-10 years of service: 20 days per year (6.154 hours bi-weekly)

10+ years of service: 25 days per year (7.693 hours bi-weekly)

Employees accumulate vacation hours on a bi-weekly basis according to the schedule above.

Any unused vacation hours in excess of 320 will be forfeited annually on the employee's anniversary and not reinstated.

Employees who give at least two (2) weeks notice before retiring or resigning from the City shall be paid for all unused vacation hours up to 320 hours. Any unused hours in excess of 320 will be forfeited.