

**VACATION**

**I. PURPOSE**

To ensure that employees have periods of rest and relaxation which contribute to their quality of life by maintaining an equitable balance between work and family/personal time.

**II. SCOPE**

This policy applies to regular full-time and regular part-time employees.

**III. POLICY**

Vacation will be earned by all employees according to the following schedule:

For the purposes of leave accruals, for regular full-time employees, one day is equivalent to eight (8) hours. The table below is a semi-monthly hourly accrual.

Completed Years of	Full-time City Employee	Firefighter* Operations	Sworn Police* Employee
Less than 4	4 (12 days per year)	7.50 (15 days per year)	5.00 (15 days per year)
4-8	5.00 (15 days per year)	7.50 (15 days per year)	5.00 (15 days per year)
9-13	5.67 (17 days per year)	8.50 (17 days per year)	5.67 (17 days per year)
14+	6.67 (20 days per year)	10.0 (20 days per year)	6.67 (20 days per year)

The City Manager may, for recruitment purposes, adjust the beginning rate and balance at which new hires earn vacation.

\*Sworn Police Department employees and firefighters accrue at higher rate than other full-time employees as required by Local Government Code 142.0013 and Chapter 143.046. Part-time regular employees earn vacation leave on a pro-rated basis.

**IV. PROCEDURE**

A. Vacation will accrue on the 15<sup>th</sup> and the last day of the month. Accruals will be prorated based on the employee’s hire date and/or termination date. Changes in the accrual rate will go into effect on the anniversary month of hire.

- B. Firefighters moving from a shift role to a non-shift role, intended to last for more than ninety (90) days, shall have the rate at which they accrue vacation and their vacation leave bank divided by 1.4.
- C. Firefighters moving from a non-shift role to a shift role, intended to last for more than ninety (90) days, shall have the rate at which they accrue vacation and their vacation leave bank multiplied by 1.4.
- D. Vacation will be earned on a fiscal year basis, from October 1 through September 30 of each fiscal year.
- E. With Division Director and City Manager or designee approval, employees may borrow up to the amount of vacation they would be eligible to earn during that fiscal year and will be obligated to pay back any vacation that has not been earned at time of termination.
- F. Vacation cannot be transferred between employees.
- G. The City does not provide vacation pay in lieu of vacation time.
- H. Official holidays occurring during a vacation will be counted as holiday, not vacation leave.
- I. Employees who separate from the City in good standing will be paid in full for vacation earned, but not taken, at time of separation.

V. SCHEDULING

A. Approval

All vacation taken must be approved in advance by employee's supervisor. This approval will necessarily balance the needs of the City of Georgetown and the needs of the employee. When there are conflicting requests, the supervisor will distribute the vacation fairly among the requesting employees (i.e. employees should take turns.)

B. Minimum Vacation Leave Requirement

1. Beginning in the second fiscal year of employment, each employee must take a minimum of 40 hours per fiscal year of vacation or 20 hours per fiscal year if part time or lose that portion of the minimum amount that was not taken.

*(For example, a full-time employee who takes only 24 hours of vacation during the fiscal year will lose 16 hours.)*

2. Supervisors are responsible for ensuring that employees are given the

opportunity to schedule their vacations throughout the year.

3. Any exceptions must be approved by the City Manager or designee.
4. For new employees, this requirement shall be effective starting in the next fiscal year after the date of hire.

C. Carry-Over

Employees are allowed to carry-over vacation from one fiscal year to the next. The maximum amount any employee may carry over from Sept. 30 to Oct. 1 is double what he/she currently earns, up to an absolute cap of 240 hours (30 days); or 360 hours for Firefighters operating in a shift role and 257 hours for Firefighter Administration operating in a non-shift role. The carry over amount is prorated for part-time employees. Any exceptions to this policy must be approved by the City Manager or designee.

D. Accruals Prior to October 10, 2016

On October 10, 2016 all Firefighters operating in a non-shift role with vacation leave accruals above the annual maximum of 257 hours and Firefighters operating in a shift role with vacation leave accruals above the annual maximum of 360, shall have all accrual amounts exceeding the maximum frozen in a "bank." "Banked" vacation leave hours will be eligible for use at the discretion of the employee with supervisor approval.

All Firefighters with "banked" vacation accruals will be eligible for the payout of their "banked" vacation leave upon City Manager or designee approval or separation of service. Payment shall be made for the unused accrued "banked" vacation leave at the rate of pay the employee was receiving when the accruals were banked.

E. Increments

All employees may take vacation in 0.25-hour increments. Exceptions to this guideline may be made for public safety employees whose schedules vary.