

	<b>TOWN OF PARADISE VALLEY</b>		
	<b>Administrative Policy</b>		
<b>Title:</b> <b>VACATION AND PERSONAL LEAVES</b>		<b>Policy No.</b> AP-10.2	
<b>Policy Owner:</b> Gina Monger, Human Resources Director			
<b>Approved By:</b> Andrew Ching, Town Manager			
<b>Authorized By:</b> <i>Chapter 10: Holiday and Leave Benefits, Town Employee Handbook</i>		<b>Revision History:</b> 06/09/2023	<b>Effective Date:</b> 06/23/2024

## 1. PURPOSE

This policy will provide further guidance for the administration of the provisions as authorized by *Chapter 10: Holiday and Leave Benefits* of the *Town of Paradise Valley* (hereinafter referred to as the “Town”) *Employee Handbook*.

## 2. ELIGIBILITY

2.1. Unless specified otherwise in this policy, only probationary and regular status employees are eligible for paid leave benefits based upon their scheduled hours of work per week.

2.2. **Tier 1:** Department heads and directors only.

2.3. **Tier 2:** All other employees scheduled to work 40 hours or more per week, or an alternate schedule that equals 80 hours or more in the pay period.

2.4. **Tier 3:** Employees scheduled to work 30 hours, but less than 40 hours per week.

2.5. **Tier 4:** Employees scheduled to work 20 hours, but less than 30 hours per week.

## 3. VACATION LEAVE

Vacation leave hours will accrue each pay period. An employee is eligible for the accrual of vacation leave if the employee receives any pay during the pay period.

### 3.1. Accrual Rates

3.1.1. Tier 1 employees will receive the following vacation accruals:

Years of Continuous Service	Annual Accrual	Per Pay Period (26 total)	Maximum Balance through December 31 <sup>st</sup>
Beginning of 1 <sup>st</sup> year	120 hours	4.62 hours	240 hours
Beginning of 5 <sup>th</sup> year	160 hours	6.16 hours	320 hours

3.1.2. Tier 2 employees will receive the following vacation accruals:

Years of Continuous Service	Annual Accrual	Per Pay Period (26 total)	Maximum Balance through December 31 <sup>st</sup>
Beginning of 1 <sup>st</sup> year	80 hours	3.08 hours	160 hours
Beginning of 5 <sup>th</sup> year	120 hours	4.62 hours	120 hours
Beginning of 11 <sup>th</sup> year	160 hours	6.16 hours	320 hours

3.1.3. Tier 3 employees, will receive the following vacation accruals:

<b>Years of Continuous Service</b>	<b>Annual Accrual</b>	<b>Per Pay Period (26 total)</b>	<b>Maximum Balance through December 31<sup>st</sup></b>
Beginning of 1 <sup>st</sup> year	60 hours	2.31 hours	120 hours
Beginning of 5 <sup>th</sup> year	90 hours	3.46 hours	180 hours
Beginning of 11 <sup>th</sup> year	120 hours	4.62 hours	240 hours

3.1.4. Tier 4 employees, will receive the following vacation accruals:

<b>Years of Continuous Service</b>	<b>Annual Accrual</b>	<b>Per Pay Period (26 total)</b>	<b>Maximum Balance through December 31<sup>st</sup></b>
Beginning of 1 <sup>st</sup> year	40 hours	1.54 hours	80 hours
Beginning of 5 <sup>th</sup> year	60 hours	2.31 hours	120 hours
Beginning of 11 <sup>th</sup> year	80 hours	3.08 hours	160 hours

### 3.2. Advance Leave Accruals

3.2.1. Tier 2, 3, and 4 employees will receive 50% of their respective tier, year one vacation leave accrual, advanced upon hire, in addition to regular accruals beginning on the first payday of their employment.

3.2.2. Tier 1 employees will receive 80 hours of vacation leave advanced upon hire, in addition to regular accruals beginning on the first payday of their employment.

### 3.3. Leave Use

3.3.1. Newly accrued hours are available for use on or after the payday of the accrual. Employees are encouraged to utilize all earned vacation leave annually.

3.3.2. Employees will submit vacation leave requests in advance to their supervisor for approval, providing as much notice as possible to enable the supervisor to give appropriate consideration of the request.

3.3.3. Supervisors are responsible for scheduling vacation leave for employees in a manner that maintains the efficient operations of the department while giving the request as much consideration as possible. Requests are subject to approval by the supervisor.

### 3.4. Excess Hours

Vacation hours in excess of the employee's maximum balance limit referenced above must be used on or before December 31<sup>st</sup> of each calendar year, or the hours in excess of the maximum will be forfeited effective January 1<sup>st</sup>, with no further compensation.

### 3.5. Employment Separation

3.5.1. Upon separation from employment for any reason, employees will be paid for unused, accrued hours of vacation leave at their current base rate of pay.

3.5.2. If separation from employment is due to the death of the employee, all accrued vacation leave will be paid to the surviving spouse, or, if there is no surviving spouse, to the surviving children, closest living relative, or other person as legally directed by the employee in a will or as required under state law. The payment will be based on the hourly rate of pay last earned by the employee and on the number of vacation hours accrued at the time of death.

#### 4. PERSONAL LEAVE

4.1. Personal leave is paid hours for employees to use. Personal leave is accrued on January 1<sup>st</sup> of each calendar year and must be used by December 31<sup>st</sup> of the same year or any remaining will be forfeited on January 1<sup>st</sup> of the next calendar year.

4.2.

Employee Group	Holiday Hours
Tier 1	5/8-hour shifts: 16 hours 4/10-hour shifts: 20 hours 4/9-hour shifts or 9/80s: 18 hours 3/12-hour shifts and 8-hour shift: 24 hours
Tier 2	12 hours
Tier 3	8 hours

4.3. Eligible employees with less than one year of service will receive their personal holiday(s) on January 1<sup>st</sup> of the following calendar year, subject to the following provisions:

4.3.1. Hired January 1st through June 30<sup>th</sup>: 100% of personal leave hours

4.3.2. Hired between July 1st through September 30<sup>th</sup>: 50% of personal leave hours

4.3.3. Hired October 1st through December 31<sup>st</sup>: 25% of personal leave hours

#### 4.4. Employment Separation

Upon separation from employment for any reason, all accrued and unused personal leave will be lost and not compensated for.