

SECTION 905

Annual Vacation Leave³

A. All full-time employees, except department directors, shall be entitled to the following annual vacation accrual:

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>
1 - 4*	80 hours
5 - 10**	120 hours
11 or more***	160 hours

* Each employee will receive 3.08 hours of vacation time each pay period.

** Each employee who completes 48 months of employment will begin to earn 4.62 hours of vacation time each pay period after the 48th month of employment

*** Each employee who completes 120 months of employment will begin to earn 6.16 hours of vacation time each pay period after the 120th month of employment.

B. Department directors shall be entitled to the following annual vacation accrual:

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>
1 - 4*	120 hours
5 or more**	160 hours

* Each director will receive 4.62 hours of vacation time each pay period.

** Each director who completes 48 months of employment will begin to earn 6.16 hours of vacation time each pay period after the 48th month of employment

C. Part-time employees who are scheduled to work more than 20 but less than 30 hours a week shall be credited 50% of the full time annual vacation leave. Those employees scheduled to work more than 30 but less than 40 hours a week shall be credited 75% of the full time annual vacation leave.

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

E. Each employee is encouraged to utilize all earned vacation leave annually.

F. Each Department Director or supervisor shall be responsible for scheduling vacation periods of department employees in a manner consistent with the efficient functioning of the department. Department Directors and supervisors will give as much consideration as possible to the employee. However, time off from work requires scheduling on the part of the supervisor.

1. Vacation duration of one week or more should be requested at least two weeks in advance. Individual days or other short time vacation increments shall be requested no less than one day in advance.
 2. All requests are subject to approval by the appropriate Department Director or designee. It is recognized that special circumstances may arise reducing the advance notice given, and Department Directors and supervisors may consider these special circumstances in approving vacation schedules.
- G. At January 1 of each calendar year, the maximum allowed accrued vacation hours will be double the employee's annual accrual based on years of service in Section 905A. Excess vacation hours must be used by January 1 of each calendar year, or the hours in excess of the maximum will be forfeited.
- H. Upon termination, employees shall be paid for unused vacation leave at their current rate of pay.
- I. At the discretion of the Town Manager, the Town may advance annual vacation leave to an employee during that employee's first twelve months of employment with the Town. The amount of annual vacation leave so advanced shall not exceed what the employee is entitled to accrue in the first full year of employment with the Town. If an employee separates from employment with the Town, for any reason, before accruing the full amount of annual vacation leave that has been advanced, all such un-accrued leave shall be due and payable to the Town at the employee's then-current hourly rate, and the amount so calculated may be withheld in full or in part from the employee's final paycheck.