



City of Albany
Administrative Policy
Benefits & Compensation
Policy #: HR-BC-15-005
Title: Vacation and Personal Leave

Human Resources

Purpose The City is committed to providing employees paid time off from work for vacation leave to allow for periods of rest from the work environment.

Policy **Eligible Employees**
All City of Albany regular status employees scheduled to work twenty (20) or more hours per week are eligible to accrue vacation hours. Provisions of collective bargaining agreements prevail for bargaining unit employees.
City temporary employees or temporary services workers are not entitled to accrue vacation leave.

Vacation Accrual
Vacation accrual for employees shall be computed on the basis of time actually served from the employees first day of employment. The accrual rate for vacation leave shall depend upon the number of months of total continuous service for the City.

1. Full-time employees shall earn vacation accruals based on the following schedule:

Months of Continuous Service	Semi-Monthly Accrual Rate (hours)	Equivalent Annual (hours)	Maximum Accrual (hours) <i>2x Annual</i>
1 through 48 months	4.0 hrs.	96	192
49 through 96 months	5.0 hrs.	120	240
97 through 144 months	5.5 hrs.	132	264
145 through 168 months	6.0 hrs.	144	288
169 through 228 months	6.5 hrs.	156	312
229 months and over	7.0 hrs.	168	336

2. Part-time employees shall earn prorated vacation accruals, based on their budgeted FTE, e.g., a new-hire in a 0.75 FTE position will earn 0.75 x 4.0 hours = 3.0 hours per pay period.
3. A full-time or part-time employee who is in paid status for less than fifty percent (50%) of their budgeted FTE in any pay period shall not receive a vacation accrual for that pay period.

If necessary, in the City's judgement, based on the individual's relevant education and experience, the City may hire a new employee with the following benefits:



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- 1) frontloaded vacation leave not to exceed six months' accruals (the six-month waiting period for use of accruals will be waived and the employee's accruals will be frozen until such time as their accruals catch up to the amount frontloaded); and/or
- 2) a higher accrual rate (the employee's accrual rate will be frozen until such time as the accrual rate to which they would otherwise be entitled, based on months of continuous service as outlined in this policy, exceeds the rate at which they were hired).

Departments must receive advance approval from the Human Resources Director prior to offering these benefits to a prospective employee.

Vacation Accrual – Fire Supervisory Personnel (56-hour)

Supervisory personnel working fifty-six- (56-) hour work weeks in fire suppression shall earn vacation accrual on the following schedule:


Months of Continuous Service	Semi-Monthly Accrual Rate (hours)	Equivalent Annual (hours)	Maximum Accrual (hours) <i>2x Annual</i>
1 through 48 months	7.0	168	336
49 through 96 months	9.0	216	432
97 through 144 months	10.0	240	480
145 through 168 months	11.0	264	528
169 through 228 months	12.0	288	576
229 months and over	13.0	312	624

Personal Leave – Police Patrol Lieutenants

Patrol Lieutenants working 12-hour shifts shall accrue Personal Leave hours according to the following schedule:

Semi-monthly Accrual Rate	Maximum Accrual <i>1x Annual</i>
2.5 hours	60 hours

Leave accrued in excess of the 60-hour cap shall be forfeited. If the employee leaves the patrol assignment, personal leave accruals shall cease as of the first full pay period following reassignment. In such instances, the employee shall have twelve (12) months to use the balance of their personal leave accruals. Personal Leave accruals remaining after twelve (12) months shall be paid out to the employee at the employee's regular

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rate of pay that was in effect at the time that the employee was reassigned. Personal leave accruals are payable to an employee upon termination for any reason.

Vacation Granted

Vacations will be granted at the time requested by the employee subject to reasonable operational requirements. If the City is compelled by unforeseen circumstances to limit the number of vacations at the same time, the employee with the greater seniority within the division will be given a choice of vacation period. An exception to this seniority preference shall be made if a less senior employee has requested and has had their vacation granted prior to a more senior employee making a request.

Vacation may be used after six (6) months of continuous employment, unless otherwise designated in a collective bargaining agreement. When an employee has a bona fide need to use their vacation accruals for medical leave that has been certified by a physician, the six-month waiting period shall be waived.

No division shall require more than two (2) months prior notification of requested vacation time.

Employees will be allowed to use vacation or other available leave time to attend religious observances in accordance with applicable State or Federal statute.

The rate of vacation pay is the employee’s regular straight time rate of pay currently in effect at the time that the employee uses their vacation leave. Vacation accruals shall not be used until the pay period after they are earned.

Separation of Employment

Any regular employee who is laid off, discharged, retired, or terminated from the service of the City for any reason will be compensated for all earned but unused vacation accumulated at the time of separation. To be eligible for this compensation, an employee must be employed for a minimum of six (6) months.


Definitions

Time Served- Includes: time taken while on a leave of absence without pay for military service or Family Medical Leave; any continuous absence because of injury in the line of duty.

References

Refer to specific Collective Bargaining Agreements.

Review and Authorization

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Supersedes: HR-BC-15-004; 7/1/2022	Created/Amended by/date: HR; 9/28/2022	Effective Date: 10/1/2022
HR Director: <i>Signature on File</i>	City Manager: <i>Signature on File</i>	

1. Form or worksheet revision related to this document? No Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No Yes