



Section Name: Employee Relations Effective Date: October 5, 2009
Section Number: 400 Date of Revision:
Policy Number: 008
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Subject: Vacations

1. Purpose: The purpose of this policy is to establish procedures for providing vacation leave for all regular full-time, non-union employees and appointed officials.
2. Statement of Policy:
 - 2.1 All regular full-time employees and appointed officials shall be entitled to the vacation time with pay set forth in the following schedule. In order to be eligible for vacation credit, the employee or appointed official must be on the payroll for at least ten (10) days during the month for which it is earned.

On the anniversary of their date of hire, employees and appointed officials are permitted to carry over up to two (2) years of unused vacation hours. Any unused vacation time in excess of this amount shall be forfeited, except as otherwise approved in writing by the City Manager. The City Manager may extend the deadline to use such forfeited vacation hours/days for up to 90 days in the case where an employee or appointed official has provided sufficient evidence that his/her inability to use vacation was due to circumstances beyond his/her control. A request for an extension must be submitted in writing to the City Manager no less than 30 days prior to the forfeiture date, including an explanation of the circumstances that might justify the extension.

<u>Years of Full-Time Completed Service¹ Over</u>	<u>Vacation Hours Accrued Monthly</u>	<u>Maximum Vacation Hours Earned Annually</u>	<u>Maximum (2 yr.) Carry</u>
1-5 years	6.25	75.00	150.0
6	6.88	82.50	165.0
7	7.50	90.00	180.0
8	8.13	97.50	195.0

¹ Determined on an employee's anniversary date of hire.

9	8.75	105.00	210.0
10	9.38	112.50	225.0
11	10.00	120.00	240.0
12	10.63	127.50	255.0
13	11.25	135.00	270.0
14	11.88	142.50	285.0
15	12.50	150.00	300.0
16	12.81	153.75	307.5
17	13.13	157.50	315.0
18	13.44	161.25	322.5
19	13.75	165.00	330.0
20	14.06	168.75	337.5
21	14.38	172.50	345.0
22	14.69	176.25	352.5
23	15.00	180.00	360.0
24	15.31	183.75	367.5
25	15.63	187.50	375.0
26	15.63	187.50	375.0
27	16.25	195.00	390.0
28	16.25	195.00	390.0
29 Maximum	16.88	202.50	405.0

2.2. When an employee or appointed official terminates his/her employment, is discharged, retires or dies prior to his/her anniversary date, the employee (or his/her estate) shall be paid for all unused accrued vacation hours at his/her current rate of pay. The current year's accrual shall be prorated. Such prorated amount shall be determined by dividing the number of weeks worked by the employee since his/her last anniversary date by fifty-two (52) and multiplying that result by the number of vacation hours reflected on the above schedule for the employee's or appointed official's years of service.

3. Definitions: None.
4. Application: This policy shall apply to all full-time non-union employees and appointed officials of the City of Monroe, unless modified by an employment agreement and/or the written terms of appointment.
5. Responsibility: The Human Resources Director will have the responsibility of implementing and overseeing this policy.
6. Administrative Procedure: None
7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe City Council, dated October 5, 2009.