

	<b>City of Cedar Park Human Resources Policy Manual</b>			
	<b>Vacation Leave</b>			
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**1.0 Policy**

The City provides vacation leave with pay to a regular employee of the City in accordance with the provisions of this policy.

**2.0 Procedure/Rule**

2.1 Regular full-time and part-time employees who are normally scheduled to work at least 20 hours per week earn vacation leave as follows:

Hours Accrued 1 <sup>st</sup> & 2 <sup>nd</sup> Pay Periods Per Month (Based on 24 pay periods per year)				
Years of Completed Continuous Service	Regular Full-time (40 hours)	Regular Full-time (30-39 hours)	Regular Part-time (20-29.99 hours)	Shift Firefighters
0-9	5	3.75	2.5	7.5
10-18	6	4.5	3	9
19 or more	7	5.25	3.5	10.5

2.2 New Employee. An employee who begins employment with the City shall earn vacation leave with the completion of one full pay period.

2.2.1 Probationary Firefighters. A probationary fire fighter shall not be eligible to use accrued vacation leave until the successful completion of his/her one-year probationary period.

2.2.2 Probationary Police Officer. A probationary police officer shall be eligible to use accrued vacation leave after the successful completion of 90 days of employment.

2.3 Request to Use Vacation Leave. In order to use vacation leave, an employee shall submit a request to his/her immediate supervisor or authorized departmental representative, in advance of the leave. Approval shall be based on the operating requirements of the department, and insofar as possible, the request and interests of the employee. A department may implement additional guidelines for requesting vacation leave to ensure adequate coverage for operations.

2.4 Upon termination of employment or transfer to a position not eligible for vacation leave, an employee shall be paid for accrued unused vacation leave.

2.5 Conditions of Vacation Leave.

2.5.1 Vacation hours earned each pay period shall be credited to each employee's vacation leave account at the end of each pay period. An employee earns vacation accrual only in pay periods where he/she receives wages for at least half of the normal work hours for such pay period, except that an employee receiving temporary income benefits through Worker's Compensation shall continue to accrue vacation leave at the rate provided by section 2.1 of this policy.

An employee shall not earn vacation leave for the pay period that the employee terminates his/her employment unless the employee works the entire pay period.

An employee being transferred, promoted or demoted shall retain earned vacation leave, except as provided by Section 2.4, herein. Vacation leave credits are not transferable between employees.

2.5.2 An employee shall only be able to use vacation leave that actually has been earned. Vacation time shall be charged only for time during which the employee would ordinarily have worked. Use of holiday time or regular day off shall not count against vacation leave. The supervisor who authorizes vacation leave is responsible for ensuring that an employee has adequate leave accrued prior to approving a leave request.

2.5.3 Maximum Anniversary Carryover. An employee shall be allowed to carry over accumulated vacation not to exceed the amount accrued during one year of employment. This carryover date shall be the employment anniversary date.

2.5.4 Vacation leave shall be reported in intervals of one-quarter hour (.25).

2.5.5 An employee who exhausts his/her sick leave shall automatically be placed on vacation leave if: (1) the employee has vacation leave available; and (2) the employee has not requested and been approved for a temporary leave of absence without pay.