

600 Leaves of Absence

601 Annual Leave

601.1

All full-time, regular employees with the exception of Fire Fighters and Police Officers, shall earn annual leave each calendar year of continuous service, to be accrued on a biweekly basis per the following schedule:

Year 1	10 days
Year 2	11 days
Year 3	12 days
Year 4	13 days
Year 5	14 days
Year 6	15 days
Year 7	16 days
Year 8	17 days
Year 9	18 days
Year 10	19 days
Year 11 – 20	20 days
Year 20 or >	25 days

Fire Fighters and Police Officers with less than 7 years of service shall earn annual leave for 15 working days each calendar year. Fire Fighters and Police Officers with more than 6 years of service will accrue annual leave according to the following schedule:

Year 1 – 6	15 days
Year 7	16 days
Year 8	17 days
Year 9	18 days
Year 10	19 days
Year 11 – 20	20 days
Year 20 or >	25 days

Annual leave shall accrue only when hours worked and approved paid leave exceeds unpaid leave on a biweekly basis.

601.2

For employees who are scheduled to work a regular 40-hour work week, 8 scheduled working hours shall be counted as 1 working day for annual leave purposes; employees working a 10-hour schedule will have 10 hours counted as 1 working day for annual leave purposes; for Fire Fighters who are scheduled to work an average of 56 hours per week on an annual basis, 12 scheduled working hours shall be counted as 1 working day for annual leave purposes.

601.3

Annual leave earned by an employee during a biweekly pay period will be available the following pay period. Regular employees hired prior to October 1, 2007 leaving the service of the City shall be eligible to receive the full amount of the employee's salary for the period of accumulated annual leave, not to exceed 65 days. No employee shall be granted annual leave, in excess of accrued leave.

City employees hired prior to October 1, 2007 who retire will be allowed to convert any available annual leave, above the 65 days paid at retirement, into a Health Reimbursement Account (HRA). Each 30 hours of accrued annual leave above 65 days will be converted to the equivalent of 1 month of retiree-only health benefit coverage. The resulting dollar value will be deposited into the retiree's HRA.

Regular employees (except Chapter 143 Fire Fighters and Police Officers) hired after October 1, 2007 shall be eligible to receive the full amount of the employee's salary for the period of accumulated annual leave, not to exceed 30 days. Annual leave hours will be capped at 240 hours. No employee shall be granted annual leave, in excess of accrued leave.

601.4

The Department Head or designee shall determine when annual leave may be taken consistent with departmental staffing needs. All employees shall be expected to request annual leave on the appropriate Departmental forms.

601.5

Once the employee begins the approved annual leave, the employee shall remain on annual leave until the approved annual leave period has ended even though the employee becomes ill or is accidentally injured while on annual leave. If after annual leave has ended, the employee remains ill or is still recovering from injury, accrued sick leave will be granted and continued until exhausted or the employee returns to work, whichever occurs earlier.