ADMINISTRATIVE DIRECTIVE

VACATION LEAVE	NUMBER 2.01-7A	PAGE 1 of 4
	EFFECTIVE DATE September 1, 2017	

I. PURPOSE

To provide paid time off for eligible employees.

II. POLICY

A. Eligibility to Accrue Vacation Leave

The following employees are eligible to accrue Vacation Leave:

1. Permanent or probationary employees, including Public Safety, who work 40 hours or more per pay period and;

2. Benefits-eligible appointees who work 40 hours or more per pay period.

B. Rate of Vacation Leave Accrual

1. Eligible employees accrue Vacation Leave according to actual hours worked and hours of paid leave used per pay period.

   Eligible, full-time employees who normally work 40 hours per week (80 hours per pay period) accrue Vacation Leave each pay period as follows:

Continuous Years of Service	*Per Pay Period*	*Per Year*
0--1 years of continuous service*:	4 hrs. 0 min.	13 days (104 hrs.)
Over 1 to 2 years of continuous service*:	4 hrs. 30 min.	14 days, 5 hrs. (117 hrs.)
Over 2 to 6 years of continuous service*:	5 hrs. 0 min.	16 days, 2 hrs. (130 hrs.)
Over 6 to 9 years of continuous service*:	6 hrs. 0 min.	19 days. 4 hrs. (156 hrs.)
Over 9 to 14 years of continuous service*:	6 hrs. 30 min.	21 days. 1 hrs. (169 hrs.)
Over 14 to 17 years of continuous service*:	7 hrs.0 min.	22 days. 6 hrs. (182 hrs.)
Over 17 to 20 years of continuous service*:	7 hrs. 24 min.	24 days. 0 hrs. (192 hrs.)
Over 20 years plus*:	8 hrs. 0 min.	26 days. 0 hrs. (208 hrs.)

*Continuous service excludes Absent Without Leave (AWOL)/Leave Without Pay (LWOP)

2. Eligible, part-time employees, who work 40 hours or more per pay period accrue a pro-rated amount of Vacation Leave according to the actual hours worked and hours of paid leave used per pay period.

EXAMPLE: Eligible employees who normally work 30 hours per week (60 hours per pay period) accrue Vacation Leave each pay period as follows:

Continuous Years of Service:	Per Pay Period	Annual
0-10 years	60/80 X 4 hrs = 3 hours	78 hours
over 10 and up to 15 years	60/80 X 4 hrs 38 mins = 3 hours 48 minutes	90 hours 35 minutes
over 15 years	60/80 X 6 hrs 10 mins = 4 hours 6 minutes	120 hours 25 minutes

C. Permanent, part-time employees, who work less than 40 hours per pay period, as well as non-permanent employees, do not accrue Vacation Leave.

D. A maximum of 288 vacation hours may be accrued. An employee who accrues the maximum vacation hours will not have additional Vacation Leave hours credited until the accrued leave time is reduced below 288 hours.

Employees whose accrued Vacation Leave reaches 288 hours during any pay period will not accrue additional Vacation Leave for that pay period. The hours of Vacation Leave that would normally accrue are credited to the employee as Sick Leave Alternate for that pay period. Employees may accrue a maximum 56 hours of Sick Leave Alternate each leave year, except as authorized by ordinance or labor agreement for commissioned public safety personnel.

E. An employee on unpaid leave for up to one-half of the pay period accrues Vacation Leave on a pro-rated basis based on the actual hours worked and hours of paid leave used. An employee on unpaid leave for more than one-half of a pay period does not accrue Vacation Leave for that pay period.

F. Employees on Vacation Leave are paid their regular salaries and continue to receive their normal Vacation and Sick Leave accruals.

III. VACATION LEAVE USE

A. Employees, including those serving their initial probation, are eligible to use Vacation Leave upon accrual.

B. Vacation Leave accrued within a pay period may not be used in that pay period.

C. Non-exempt employees must use Vacation Leave in 10-minute increments, and it may be used only on a day that an employee otherwise would have worked.

D. Vacation Leave may not be recorded for periods of less than one (1) hour for exempt employees.

E. An exempt employee who has exhausted all Vacation Leave may have no salary deductions made for absences of less than one day. Such absences may occur only with the approval of the department director/designee.

F. Vacation Leave must be pre-approved by the department director or designee prior to the employee's absence from work. An employee's request for Vacation Leave must be submitted a Leave Request.

G. Depending on the needs of the department and rights of other employees, employees will be afforded reasonable opportunity to select a vacation period. Vacation Leave may be delayed or denied if the employee's absence would reduce the City's ability to provide critical services or the employee requesting leave has failed to complete critical work.

H. Vacation Leave must be exhausted before any Long-Term Disability benefits will be paid.

I. Vacation Leave may not be used while an employee is receiving Worker's Compensation, except to supplement the Worker's Compensation benefit when the maximum benefit is less than the employee's regular salary. Vacation or Sick Leave, combined with Worker's Compensation or the salary supplement paid by the City (see T.C.§ 2-13) will not exceed the employee's gross regular base salary.

J. An employee may donate Vacation Leave to another employee for use as Sick Leave in accordance with the provisions of the Donated Leave A.D.

K. Employees returning from continuous, unpaid leave will begin accruing Sick and Vacation Leave when they have returned to work.

IV. TRANSFER OF SICK LEAVE TO VACATION LEAVE

Annually, at the end of the calendar year, any unused portion of the first seven days (not to exceed 56 hours) of Sick Leave[1] (since the beginning of the calendar year), will be transferred to Vacation Leave, unless the employee requests in writing that their leave not be transferred. Employees may elect to retain the days as Sick Leave or delay transfer for up to one year. If the annual transfer of Sick Leave to Vacation Leave results in the employee exceeding the maximum 288 hours, no transfer will be processed (A.D. 2.01-7B, Sick Leave).

[1] Use of Earned Paid Sick Time will not be counted against the Sick Leave transfer.

V. VACATION LEAVE AT TERMINATION

A. Upon separation from City employment for any cause, including layoffs, permanent employees and probationary employees with more than six months of continuous service will be paid in full for any accrued Vacation Leave.

B. Vacation pay upon separation will be at the base rate of pay at the time of separation.

C. An employee cannot use Vacation Leave to extend their separation date.

E. For information regarding unused accrued Vacation's effect on pension at the time of separation, visit www.tucsonaz.gov/retirement, or contact TSRS (520-791-4598) or PSPRS (520-791-4282).

State law determines the manner and method in which benefits will be calculated for Public Safety Personnel Retirement System participants.

Appendices None.

References (for a complete list of all references for the entire AD Leaves series, please see AD 2.01-7)

Tucson Code Chapter 22
Tucson Code Chapter 2
2.01-1 Compensation
2.01-1A Overtime
2.01-7B Sick Leave
2.01-7E Donated Leave
2.01-1G Terminal Pay

Review Responsibility and Frequency The Human Resources Director will review this directive as needed.

Authorized

City Manager
Michael J. Ortega

Date 1/29/18