



ADMINISTRATIVE DIRECTIVE

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July 1, 2013		

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, 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, except as otherwise provided by Tucson Code for commissioned public safety personnel.

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	Annual
0-10 years*	4 hours	13 days (104 hours)
Over 10 to 15 years of continuous service*	4 hours 38 minutes	15 days, 28 minutes (120 hours 28 minutes)
Over 15 years*	6 hours 10 minutes	20 days, 20 minutes (160 hours 20 minutes)

*Continuous service excludes AWOL/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



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- 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 any further Vacation Leave 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. However, the hours of Vacation Leave that would have accrued (if not for the 288-hour cap) will be credited to the employee as Sick Leave Alternate accrual 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.

In an emergency, the employee's department director may request that the City Manager waive the maximum accrual provision so the employee may continue to accrue Vacation Leave. If approved, the employee must take the excess Vacation Leave within reasonable time after the emergency is resolved.

- E. An employee who is on unpaid leave for up to one-half of the pay period will accrue Vacation Leave on a pro-rated basis for that pay period, based on the actual hours worked and hours of paid leave used. Additionally, an employee who is on unpaid leave for more than one-half of a pay period does not accrue Vacation Leave for that pay period (A. D. 2.01-1, Compensation Administration).
- F. Employees on Vacation Leave will be paid their regular salaries and will continue to receive their normal Vacation and Sick Leave accruals.

III. VACATION LEAVE USE

- A. Employees serving their initial probation are eligible to use Vacation Leave at the end of six (6) months of continuous service. Eligible employees on promotional probation are not restricted from using accrued Vacation Leave.
- B. Vacation Leave accrued within a pay period may not be used in that pay period.
- C. Vacation Leave must be used in 10-minute increments, and may only be used on a day that an employee would otherwise have worked.
- D. Except in emergencies, employees who wish to use Vacation Leave must request approval from their department director/designee. A request for Vacation Leave must be submitted via a Request for Leave of Absence form (i.e. Leave Card), in advance of their absence from work, by the employee to the supervisor or management personnel authorized to approve such leave.



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- E. Depending on the needs of the department and rights of other employees, employees will be afforded reasonable opportunity to select a vacation period. However, a supervisor may delay or deny authorizing Vacation Leave if the employee requesting the leave has failed to complete work deemed critical to the department or if the employee's absence would reduce the City's ability to provide critical services.
- F. Long-Term Disability benefits will be paid only after the employee's Sick Leave and Vacation Leave are exhausted.
- G. Vacation Leave may not be used while an employee is receiving Worker's Compensation and/or Accident Compensation benefits, except to supplement the Worker's Compensation benefit when the maximum benefit is less than the employee's regular salary. In no case will the use of Vacation or Sick Leave, combined with Worker's Compensation or Accident Compensation benefits, exceed the employee's gross regular base salary (A.D. 3.04-2, Occupational Safety and Health Manual).
- H. Exempt employees - A salaried employee who is exempt from overtime and who has exhausted all Vacation Leave may have no deductions made for absences of less than one (1) day due to personal reasons (except as authorized under the FLSA). Such absences may occur only with the approval of the department director/designee.
- I. An employee may donate Vacation Leave to another employee for use as Sick Leave when the other employee is eligible to receive Donated Leave under A.D. 2.01-7E, Donated Leave.
- J. 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 Leave Year (the calendar year), any unused portion of the first seven (7) days (not to exceed 56 hours) of Sick Leave (since the beginning of the Leave 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 (1) 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).

VI. VACATION LEAVE AT TERMINATION

- A. Upon separation from City employment for any cause, including layoffs, permanent employees eligible to use accrued Vacation Leave 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.



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- C. An employee cannot use vacation to extend their separation date.
- D. Payment made for unused accrued Vacation Leave at separation is considered salary for establishing the member's average final monthly compensation for pension benefits and is subject to the contribution requirements of creditable compensation. Unused accrued Vacation Leave paid at retirement is also used to establish the member's eligibility for retirement purposes under the Tucson Supplemental Retirement System (TSRS), and therefore is included when computing total length of service.

For TSRS retirement purposes, unused accrued Vacation Leave may be applied to the calculation of the Average Final Monthly Compensation (AFMC is determined by the average of the highest consecutive 36 months of salary for Tier 1 employees; for Tier 2 employees, AFMC is determined using the average of highest consecutive 60 months of the member's last 10 years of service). The number of unused Vacation Leave hours at the employee's wage at retirement will be used to replace an equal amount of hours at lower salaries at the beginning of the 36 or 60-month period, whichever is applicable.

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
 2.01-1 Compensation
 2.01-1A Overtime
 2.01-7B Sick Leave
 2.01-7E Donated Leave
 3.04-2 Occupational Safety and Health Manual

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

Authorized



 City Manager

 Date

6/24/13