



ADMINISTRATIVE DIRECTIVE

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I. PURPOSE

To provide for the accrual and use of paid time off for eligible employees.

II. ELIGIBILITY TO ACCRUE LEAVE

The following categories of employees accrue Vacation (see Tucson Code Chapter 22, Article V for entitlements and rates of accrual)

- Permanent, full-time employees;
- Permanent, part-time employees who work forty (40) hours or more per pay period.
- Probationary employees in both of the above categories.

III. RATE OF VACATION LEAVE ACCRUAL

A. Full-time permanent and probationary 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.

Example: Full-time permanent employees who are scheduled to work forty (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)

B. Permanent, part-time employees, who work forty (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: permanent employees who are scheduled to work thirty (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	$60/80 \times 4 \text{ hrs} = 3 \text{ hours}$	78 hours
over 10 and up to 15 years	$60/80 \times 4 \text{ hrs } 38 \text{ mins} = 3 \text{ hours } 48 \text{ minutes}$	90 hours 35 minutes
over 15 years	$60/80 \times 6 \text{ hrs } 10 \text{ mins} = 4 \text{ hours } 6 \text{ minutes}$	120 hours 25 minutes



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- C. Permanent, part-time employees, who work less than forty (40) hours per pay period do not accrue Vacation Leave. Similarly, temporary and non-permanent employees do not accrue Vacation Leave.
- D. A maximum of thirty-six (36) vacation days (288 hours) may be accrued. An employee who accrues the maximum vacation days will not have any further Vacation Leave credited until the accrued leave time is reduced below 36 days (288 hrs).

Employees who have accrued thirty-six (36) days of Vacation Leave in any pay period will not accrue additional Vacation Leave for that pay period. However, the hours of Vacation Leave that would normally have accrued (if not for the 36-day cap) will be credited to the employee as additional Sick Leave accrual that pay period. Employees may receive a maximum seven (7) days (56 hours) of such additional Vacation Leave accrual each year, starting with the pay period in which April 1st falls.

In an emergency, the director of the employee's department may request that the City Manager to 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. If the annual transfer of Sick Leave to Vacation Leave (Administrative Directive **2.01-7B**, Sick Leave, Section V) results in an employee exceeding the maximum thirty-six (36) days (288 hours), the employee may request that the Director of Human Resources:
 - 1. not transfer the days to Vacation Leave, or
 - 2. delay the transfer for up to one (1) year.
- F. An employee who is on Leave Without Pay or any unpaid leave status 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 Leave Without Pay for more than one-half of a pay period does not accrue Vacation Leave for that pay period (Administrative Directive **2.01-1**, Compensation Administration).
- G. Employees on Vacation Leave will be paid their regular salaries and will continue to accrue their normal Vacation and Sick Leave time for the period.
- H. Paid time off for Vacation Leave is considered hours worked for the calculation of overtime (Administrative Directive **2.01-2**, Overtime Policies). Supervisors may deny vacation requests made during the workweek that will result in overtime based on hours worked earlier in the workweek. In these situations, supervisors may require an employee to use flextime instead.



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IV. USE OF VACATION LEAVE

- A. Probationary employees are eligible to use Vacation Leave at the end of six (6) months of continuous service. Employees on promotional probation are not restricted from using accrued vacation leave.
- B. Vacation Leave earned within a pay period may not be used in that pay period.
- C. Vacation Leave shall be used in half-hour (1/2) 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, in advance of their absence from work, request approval from their department director or designated supervisor. A request for Vacation Leave must be submitted on a leave card by the employee to the supervisor or management personnel authorized to approve such leave.
- E. Depending on the needs of the department and rights of other employees, employees shall 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. If the original request is denied, then a supervisor must allow the employee who has accrued fifteen (15) vacation days (120 hours) or more to utilize vacation within six (6) months of the vacation period originally requested by the employee.
- F. Short-Term Disability benefits will be paid only after the employee's Sick Leave and Vacation Leave are exhausted. 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 and Accident Compensation benefits exceed the employee's gross regular base salary (see Administrative Directive [3.04-2](#), Occupational Safety and Health Manual).
- G. 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.
- H. Subject to department director approval, an employee may donate vacation time to another employee for use as Sick Leave when the other employee has exhausted all of his/her Sick Leave and Vacation Leave and is otherwise eligible to receive donated leave under Administrative Directive [2.01-7E](#), Donated Leave.



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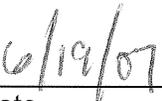
Review Responsibility and Frequency

The Director of Human Resources will review this directive annually, based on date of publication.

Authorized



City Manager



Date