

**Fringe Benefits
Section 6 (continued)**

SECTION 6.2

VACATION. The annual leave allowance for nonexempt employees is stipulated in the appropriate collective bargaining agreements. The annual leave allowance for regular exempt employees shall be earned monthly based upon the following schedules:

<u>Schedule of Years</u>	<u>Days/Year</u>	<u>Hours/Month</u>
0 - 2	11	7.33
3 - 4	12	8.0
5 - 9	15	10.0
10 - 14	18	12.0
15	21	14.0
20 or more	23	15.33

6.2.1 New employees are eligible for vacation leave after they have satisfactorily completed the first six months of their probationary period, although vacation credit shall **accrue** from the beginning of employment.

6.2.2 Employees are encouraged to use their accumulated vacation time within the year in which it is earned. An employee may not accrue vacation time in excess of two annual vacation allowances. Upon termination of employment, employees with more than one year of service shall be paid for all unused accumulated vacation time earned within the above stated limitations.

6.2.3 All requests for vacation must be approved by the department manager prior to the commencement of the requested vacation. No employee shall be paid for unearned vacation leave. In the event of any conflict over when leave is to be taken, preferences will be honored first for the employee with a management job classification and then for the employee with greater seniority.

6.2.4 Each department manager shall prepare and submit a vacation schedule to the City Administrator prior to March 15 each year listing thereon the names of employees and the preliminary vacations scheduled. Vacation shall be scheduled at the most suitable times giving consideration to the employee and the affected department.

6.2.5 One (1) additional vacation day shall accrue to any regular employee who uses 16 hours or less of sick leave in the previous full calendar year, i.e. January through December.

SECTION 6.3

SICK LEAVE. For all regular, full-time employees, except LEOFF I, nonexempt employees, sick leave with pay shall accrue at the rate of one working day of leave for each month of continuous full-time service. Any such leave accrued which is unused in any year shall be accumulated for succeeding years up to a maximum of 120 days (960 hours). All sick leave hours earned in excess of nine hundred sixty (960) shall be converted to vacation leave at fifty percent (50%) of the sick leave accrual rate.

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