

ORDINANCE NO. 11182019-1

AN ORDINANCE REVISING THE CITY OF ELKHART ADMINISTRATIVE POLICY GUIDELINES
ESTABLISHING A STANDARD OF PROCEDURES FOR EMPLOYEE'S VACATION TIME
AMMENDING ORDINANCE NO. 173-022012

VACATION LEAVE

DEFINITIONS

Vacation Day – A “vacation day” is defined as an 8-hour period for all employees. Employees are not required to take a full day of vacation; they may take vacation in one-hour increments.

POLICY

Regular full-time employees accrue vacation leave on a yearly basis.

Fulltime employees shall receive vacation leave, effective on his/her first anniversary date and continuing thereafter as follows:

YEARS OF SERVICE	TOTAL VACATION DAYS EARNED
1-4	10 DAYS
5-9	15 DAYS
OVER 10	20 DAYS (CAPPED)

Employees may not “borrow” unearned vacation time unless otherwise specifically approved by the City Administrator; employees shall not receive payment of vacation in lieu of taking time off, except as provided below.

Regular part-time, temporary, and seasonal employees do not earn vacation leave.

Official City-observed holidays occurring while an employee is on approved paid leave are considered paid holidays and do not affect vacation leave balances. Paid vacation leave is not considered hours worked for purposes of performing overtime calculations. Only scheduled working days taken off shall be counted as vacation days.

USE AND SCHEDULING OF VACATION LEAVE

Vacation leave is an earned benefit intended to provide employees with paid time away from the work environment to pursue activities that will promote the well-being of the individual. Vacation leave may also be used for purposes of attending to personal business, extension of sick leave when sick leave is exhausted, inability to get to work because of inclement weather, or for

other purposes, and may be taken in one-hour increments. Employees must schedule their annual vacation leave in accordance with their Department's guidelines governing vacation scheduling and utilizing the Time Off Request Form. Whenever possible, vacation time will be scheduled at the convenience of employees. However, Department Directors must be certain that vacations do not interfere with the normal functions and activities of department operations. Whenever possible, employees are encouraged to submit their preferred vacation schedule to the appropriate supervisor as far in advance as possible to relieve any scheduling problems that may develop. To ensure proper payment of vacation pay, employees must make sure they have an approved vacation request on file before leaving for vacation. No more than 5 consecutive days of vacation time may be taken off, unless the City Administrator grants an exception.

MAXIMUM ACCRUALS

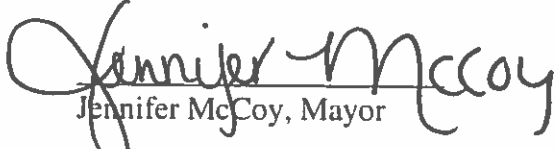
All employees, after 3 year of service, must take a minimum of 5 days (40 hours) of vacation leave. The maximum number of vacation days that may be accumulated is two times the employee's current accrual rate. All days in excess of the maximum are lost on the employee's next anniversary date (except as otherwise provided for in this policy). Employees will not be paid for vacation in excess of the maximum accrual or for vacation that is "lost" on their anniversary date. If the needs of the City and/or Department preclude the taking of a scheduled vacation, the Department Director may defer an employee's scheduled vacation leave. In such cases, the Department Director shall grant the employee's deferred vacation leave within 5 business days or payment will be made to the affected employee for the deferred vacation hours. All vacation carryover granted by Directors must be forwarded to Payroll before the employee's anniversary date.

COMPENSATION FOR VACATION LEAVE

Vacation is paid at the employee's base rate at the time of vacation. It does not include overtime or any special forms of compensation. Vacation time is paid only for hours the employee would ordinarily have worked. Employees will not be paid for any unused vacation, except upon separation of employment, or if an employee is precluded from taking a scheduled vacation due to City and/or department needs as set out above.

Upon termination, retirement, resignation, or death, an employee shall be paid for any accrued vacation leave at the rate of pay the employee was receiving at the time of separation. Only employees who have successfully completed their initial orientation period of employment with the City are entitled to this payout provision upon separation.

PASSED AND APPROVED by the Elkhart City Council on the 18th day of November, 2019.


Jennifer McCoy, Mayor

ATTEST:

Ami Ashworth, City Secretary