



**POLICIES AND PROCEDURES**

SUBJECT Vacations	DEPARTMENT Human Resources		DEPARTMENT IDENTIFICATION 1400	
	SECTION 1432	PAGES 1-3	EFFECTIVE 1/1/82	REVISION DATE TBD

**1.0 PURPOSE:**

To describe the policies and procedures of the City of West Allis in regard to vacations for City employees.

**2.0 ORGANIZATIONS AND PERSONS AFFECTED:**

This policy applies to all City of West Allis departments, boards, commissions, and employees except elected officials and protective service employees, unless otherwise included by City Ordinance or Policy and Procedure.

**3.0 POLICY:**

It is the policy of the City of West Allis to grant vacations with pay, to provide qualifying employees with periods of rest and recreation in recognition of services performed.

**4.0 REFERENCES:**

City of West Allis Revised Municipal Code Sections 2.76((11)43), 4.10, and 5.126

**5.0 PROCEDURES:**

(1) Qualifying Employee and Eligibility

An employee holding a minimum of a 0.5 FTE (full time equivalent) budgeted position shall be eligible for vacation upon date of hire, accrued at 1/12 per month, following the vacation schedule (5.2 below). An employee appointed on or before the 15<sup>th</sup> day of any month shall accrue vacation for the month. An employee appointed after the 15<sup>th</sup> day of any month shall not accrue vacation until the next month. Vacation accrual is based on budgeted FTE (not on actual hours worked); those employees holding a budgeted position of less than full-time shall have their vacation hours prorated accordingly.

NOTE: Employees who work a schedule other than year round (such as a “school term” position), shall accrue based on their active employment work schedule. Vacation hours are to be used during the active employment periods and cannot be used to extend the period of active employment.

Eligibility for vacation for employees hired prior to January 1, 2006 (Nurses Unit), January 1, 2008 (Engineering Technician and Aides Association), and January 1, 2009 (Clerical Unit, Public Works Unit and Non-represented employees), shall be after the completion of 12 months of service following appointment but accumulation shall be retroactive to time of appointment. Vacation time shall be

earned at a monthly rate measured from the employee's last anniversary date of appointment by dividing the accruable vacation by 12 and then multiplying the number of months served following the vacation schedule (5.2 below). Any vacation taken before it has been fully earned, shall be considered time owed the City until it is earned.

(2) Vacation Schedule

YEARS OF SERVICE	VACATION DAYS
0 to 5	10
5 to 8	11
8 to 12	16
12 to 16	19
16 to 20	22
20 to 21	23
21 to 22	24
22 to 23	25
23 to 24	26
24 to 25	27
25+	28

(3) Vacation Selection

Department Heads, being guided by the practical considerations involved in the efficient operation of the Department and giving due consideration to the convenience of the employees, shall determine when vacations shall be taken.

(4) General Policies

- (a) Employees shall be credited their full vacation schedule per section 5.2 above on January 1 of every calendar year with the understanding that any vacation time taken before it has been fully earned per section 5.1 above, shall be considered time owed the City.
- (b) Prior to December 15 of any calendar year, an employee may request a one- week carryover of vacation to the following year, which shall be used by May 1<sup>st</sup> of that year subject to Department Head approval and under the same constraints as any other vacation selection. Under extenuating circumstances, an employee or Department Head may seek approval from the City Administrative Officer to carry over more than one week of vacation and/or carry it beyond the May 1<sup>st</sup> date. Any vacation time carried over shall not be eligible for payout upon separation (voluntary or otherwise) from employment unless approved by the City Administrative Officer. Any vacation not taken in accordance with this provision shall be lost.
- (c) ~~When a Civil Service employee who qualified for vacation time prior to who has resigned from the City's service in good standing, is recalled or reinstated into a position eligible for vacation, applies for reinstatement into a Civil Service position, the Civil Service Commission may he or she shall be granted that employee credit for prior service with the City for vacation purposes- consistent with this policy.~~
- (d) Any employee who leaves the service of the City due to resignation, retirement, layoff or death, or who takes military leave, will be paid for earned vacation time. In case of the death of an employee, the accrued vacation allowance of such employee shall be paid pursuant to Section 109.03(3), Wisconsin Statutes. Any employee who leaves the service of the City for any of the reasons set forth above, and who owes the City for compensation, shall have the compensation for the vacation time owed the City, deducted from the final pay. Employees terminated for misconduct shall not be entitled to pay for accumulated vacation time.
- (e) In the event an employee is required to work during their assigned vacation period, the employee and Department Head will determine whether such hours worked will be credited at double time (thus foregoing vacation) or credited at straight time with the ability of the employee to take the lost vacation period at a later date, dependent upon the needs of the Department. (NOTE: This provision does not apply to any protective service employee, represented or non-represented.)

- (f) An employee's time spent beyond 30 calendar days on leave without pay or on layoff, and beyond 90 calendar days on leave with pay shall not quality as service time for vacation accrual purposes. An employee who stops accruing vacation time in accordance with this paragraph shall begin to accrue vacation time when he or she has returned to work for a period of 30 or more consecutive calendar days ("30 day period"). Paid time off, except sick leave (e.g. vacation, random holiday, holiday, compensation time, funeral leave, holiday) or approved Voluntary Time Off, may be taken during the 30-day return period without causing this period to start over again. However, any paid time off or approved Voluntary Time Off granted during this 30-day period will not count towards the 30 consecutive days, it will extend it. For example, an employee returns to work for 10 days (i.e. must work another 20 days to complete the requisite 30 day-period) and then takes 5 days of vacation; s/he would have to work another 20 days upon returning from vacation because the 5 days of vacation would not count towards the 30 consecutive days. If however, the employee takes sick leave (including health care provider appointment) any time during the 30-day period, the 30-day period would begin again no matter how many days the employee had worked before taking sick leave (i.e. s/he would not receive credit for vacation accrual purposes for working any days in the 30-day period prior to taking sick leave).
- (g) Department Heads with the approval of the HR ~~Manager~~ **Director**, ~~Manager of Finance/Comptroller/Deputy Treasurer~~ **Finance Director** and City ~~Administrative Officer/Clerk-Treasurer~~ **Administrator**, may make exceptions to the provisions contained herein for significant recruitment/hiring reasons.