

**POLICY 7**  
**VACATION AND PERSONAL LEAVE**

**Rule 7.01 - Eligibility For and Accrual of Vacation and Personal Leave**

Employees in trainee, apprentice, learner, provisional, and status appointments are eligible to earn vacation and personal leave for each hour in pay status exclusive of overtime. The amount of leave earned per hour is based on the number of service years completed by each employee and the earnings rate per hour of the leave accrual schedule to which the employee's class is assigned.

**Maximum Accumulation**

An employee may accumulate an amount of leave equal to that earned in two (2) service years at the employee's current earnings rate, but upon reaching this accumulation will cease to earn leave except when the accumulation is reduced.

**Accrual Schedules**

Two leave accrual schedules have been established for Civil Service classes. An employee will earn vacation and personal leave based on the schedule to which the employee's class is assigned in conjunction with the employee's years of service completed. Since the rate of earnings is constant according to service years completed, the actual number of leave hours earned by a full time employee each pay period and the maximum number of leave hours that may be accrued vary according to the full-time weekly schedule.

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**Schedule A**

Each employee in a class determined nonexempt (eligible for overtime) under the Fair Labor Standards Act or in a position in a class determined to be exempt as executive or administrative but who (a) is required to work a fixed shift and (b) receives overtime compensation if required to perform overtime shall earn vacation and personal leave at the rate that is shown opposite the number of service years in Schedule A.

**SCHEDULE A**

<b>37.5 HOUR WORK WEEK</b>					
Years of Service Completed		Rate Earned Per Hour of Pay Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Approximate Hours Earned Per Pay Period	Maximum # of Leave Hours That May Be Accrued
At Least	Not More Than				
0	3	0.0462	12	3.47	180
3	6	0.0577	15	4.33	225
6	9	0.0692	18	5.19	270
9	14	0.0808	21	6.06	315
14		0.0962	25	7.22	375

<b>40 HOUR WORK WEEK</b>					
Years of Service Completed		Rate Earned Per Hour of Pay Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Approximate Hours Earned Per Pay Period	Maximum # of Leave Hours That May Be Accrued
At Least	Not More Than				
0	3	0.0462	12	3.70	192
3	6	0.0577	15	4.62	240
6	9	0.0692	18	5.54	288
9	14	0.0808	21	6.46	336
14		0.0962	25	7.70	400

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**Schedule B**

Each employee in a class which is determined to be exempt (not eligible for overtime) under the Fair Labor Standards Act and whose position requires that the employee perform the work without a fixed schedule and without receiving overtime compensation, and each employee in a professional class as defined under the Fair Labor Standards Act who is required to work a fixed shift shall earn vacation and personal leave at the rate which is shown opposite the number of service years in Schedule B.

**SCHEDULE B**

<b>37.5 HOUR WORK WEEK</b>					
Years of Service Completed		Rate Earned Per Hour of Pay Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Approximate Hours Earned Per Pay Period	Maximum # of Leave Hours That May Be Accrued
At Least	Not More Than				
0	3	0.0962	25	7.22	375
3	6	0.1000	26	7.50	390
6	9	0.1038	27	7.79	405
9		0.1077	28	8.08	420

<b>40 HOUR WORK WEEK</b>					
Years of Service Completed		Rate Earned Per Hour of Pay Status Service (Exclusive of Overtime)	Approximate Leave Days Earned in One Year	Approximate Hours Earned Per Pay Period	Maximum # of Leave Hours That May Be Accrued
At Least	Not More Than				
0	3	0.0962	25	7.70	400
3	6	0.1000	26	8.00	416
6	9	0.1038	27	8.30	432
9		0.1077	28	8.62	448

**Regulation**

**7.011 Responsibility for Monitoring Leave Accrual**

Employees are responsible for monitoring the accrual of vacation and personal leave in order to avoid problems that may arise if an employee reaches the maximum hours of accrual.