

## CIVILIAN RULE 4

### VACATIONS

#### Section 4-1 Civilian Employees

A. Vacation leave, with pay, shall be earned by all full-time employees (except communications personnel and motor carrier inspectors) continuously employed by the Department since July 1, 1975 and who are participants in the Pension and Benefit Program at the rate of one working day for each full month of employment. Employees working at least half-time but less than a full-time basis shall earn vacation at the rate of one-half working day for each full month of employment. No vacation leave shall accrue while on leave without pay or while in a disability status. Vacation shall not be credited to hourly, per diem, temporary, intermittent, contractual, general student assistants, or employees working less than one-half time.

1. Employees completing five (5) years of accumulated full-time employment or 10 years of accumulated half-time employment shall accrue three additional bonus vacation days.
2. Employees completing 10 years of accumulated full-time employment or 20 years of accumulated half-time employment shall accrue five (5) additional (total 8) bonus vacation days.
3. Employees completing 20 years of accumulated full-time employment or 40 years of accumulated half-time employment shall accrue five (5) additional (total 13) bonus vacation days.
4. Vacation leave shall be credited only to employees who are in pay status.
5. Time spent in out-of-pay status, except for military service, shall be deducted from total service time in computing eligibility for vacation leave.

#### B. Policy.

1. No vacation shall accrue for full-time employees during the first six (6) months of employment or for half-time employees during the first 12 months of employment, but upon completion thereof, regular vacation leave shall be credited for time served during such periods. Full-time employees who resign before they have completed six (6) months of employment or part-time employees who resign before completing one (1) year of employment shall not be paid for any vacation leave.
2. No vacation shall accrue when the employee has 15 or more days spent in an out-of-pay status during the accrual period. No vacation days shall accrue during time spent on special sick leave, disability, or while off due to injury under Public Law 35.
3. Consistent with the operational needs of the Department, vacation leave shall be granted at such times during the year as requested by the employee; except, as outlined in section 4-4

(below). The Department shall not condition approval of vacation leave on the reason for the request. Employees may not take vacation leave without the commander's approval.

4. Commanders may approve a civilian employee's request for vacation leave up to and including four (4) consecutive weeks. All requests for vacation leave in excess of four (4) consecutive calendar weeks shall be submitted to the applicable Assistant Chief of Staff or Major Subordinate Commander for consideration. The Assistant Chief of Staff (AC/S) Human Resources and Administration shall be advised when any civilian employee has granted more than four (4) weeks of consecutive leave.

5. For the good of the service in arranging vacation schedules, the division, area, or district commanders may approve the request of a full-time permanent employee to anticipate (for scheduling purposes only), as of yet, unearned vacation leave not to exceed three (3) days.

6. Civilian employees may carry forward a maximum of 60 days vacation.

7. Charging of Leave.

a. Vacation leave shall be charged as one (1) day for each day of absence on which the employee is scheduled to work the full day and as one-half day on each day of absence on which the employee is scheduled to work one-half day.

b. Vacation shall not be charged on a legal holiday, scheduled day off, or compensatory day off.

c. Vacation leave shall not be taken in less than one (1.0) hour increments.

C. Payment for unused vacation, earned overtime, and holidays upon separation.

1. Upon separation from the service in good standing an employee shall be paid for unused vacation for a maximum of six (6) calendar weeks; plus, earned overtime and holiday leave to the extent accumulated. When applicable, these monies shall be paid to beneficiaries of deceased employees.

2. If an employee has used anticipated vacation leave, as described in Paragraph B-3 above, and separated from the service before actually earning such leave, payment for the unearned used leave shall be deducted from the final payment of salary.

3. Unused or accumulated vacation days may be carried over from the previous calendar year.

D. An employee, who resigns in good standing after June 30, 1982 and is subsequently rehired, shall have reinstated six (6) months after rehire, any vacation leave that was accrued but was unused and uncompensated for at the time of the employee's resignation.

E. Employees transferred or reassigned from one department to another shall not lose any accrued vacation leave.

Section 4-2 **Communications Personnel and Motor Carrier Inspectors**

A. Communications personnel and motor carrier inspectors continuously employed by the Department since July 1, 1975 and who are participants in the Pension and Benefit Program shall earn 12 vacation days for each full year of employment. After completion of seven (7) full years of employment, one (1) additional vacation day shall be earned for each additional year of employment or any part thereof over seven (7) years.

B. Maximum vacation days that can be earned in any one year shall be 26 days.

C. Vacation and personal leave days shall not be earned while in disability status. Time spent on disability, however, shall be considered for the purpose of computing years of employment.

D. Authorized days off, holidays, and compensatory days shall not be considered as vacation.

Section 4-3 **Vacation Schedules (24 Hour Rotating Schedule)**

A. A supervisor's vacation leave shall not be included in the scheduled vacation leave allocation of the supervisor's employees.

B. Vacation leave shall be scheduled through a meeting of the affected personnel conducted by a supervisor in February of each year. The agreed upon schedule will start the third work period of the year. At this meeting a vacation schedule may be arrived at by:

1. An informal, unanimous, agreement of the personnel involved; or

2. By seniority and the following guidelines:

a. Personnel whose CPAR score "Does Not Meet Expectations" shall be moved to the bottom of the selection list. If more than one person "Does Not Meet Expectations," seniority and then lastly CPAR scores shall be used as tie-breakers.

b. Seniority shall be based on continuous Department employment within the same or similar classification (e.g. regional dispatcher and regional dispatch shift supervisor, etc.). Note: Days off due to disciplinary suspensions shall not be used to reduce an employee's seniority for the purpose of determining vacation draw rankings.

c. Personnel with the same hire date shall be ranked based on CPAR scores.

(1) If the CPAR scores are equal, then a rotation shall be established starting with the lowest PE number selecting first in the current year; and

(2) Should a tie occur again in the future between the same employees the second employee would select first and so on.

C. Vacation Selection.

1. Personnel shall be allowed to schedule as many “vacation days” as they wish (see section 4-1, B, 3 and 4 for limitations) during each selection round; however, all vacation days must be scheduled consecutively and will not be separated by the use of any compensatory or personal leave time.

2. Vacation time off shall include regular days off and holidays that are consecutive to the approved vacation time.

D. Vacation schedules and issues not covered/resolved by this rule shall be decided and approved by the applicable commander.