

	<i>Administrative Regulation</i>	
	Vacation	Policy# 7.2
		Effective: 06/04/2019
		Revised: N/A
		Owner: Human Resources

PURPOSE:

To provide employees with paid time away from the workplace.

SCOPE:

Applies to non-represented employees hired before October 1, 2016, and who are not on the PTO plan. Temporary and seasonal employees are not eligible for vacation accrual.

POLICY:

It is the policy of the City of Springfield to provide and grant paid vacation time to employees. Part-time employees earn vacation on a prorated basis. Vacation time is accrued on a bi-weekly basis throughout the year and the time taken may not be used in less than 15-minute increments (.25 hours on timecard). Employees are responsible for managing their vacation account.

Vacation leave does not include City observed holidays.

PROCEDURE:

1. Scheduling of Vacations

- 1.1. Vacation time may be scheduled based on the operational needs of the department. The City reserves the right to deny a request which may have an adverse effect on its operations or to cancel previously approved request if unexpected circumstances arise which require an employee's attendance at work.
- 1.2. Employees should follow the notification procedures for their respective departments.
- 1.3. Employees shall notify their supervisor of an unexpected need to be absent at least thirty minutes prior to the start of their workday or shift.
- 1.4. A request for more than 3 consecutive weeks off must be approved by the department director.
- 1.5. Time off not scheduled in advance is considered short notice. If a pattern of abuse is noted, employees may be subject to discipline.

- 1.6. Employees with insufficient vacation balance to cover requested periods of time off may be granted excused leave without pay solely at the discretion of the department director after advisement from Human Resources.
- 1.7. If a holiday falls within an employee's paid vacation day, the day will be paid as a holiday.
- 1.8. Employees with accrued vacation leave balances may not opt to take leave without pay in lieu of vacation time off for the purposes of saving accrued vacation leave.

2. Coding of Time

- 2.1. Employees should code the same number of vacation hours as they would have worked that day, typically not to exceed their normal work week.

3. Accruals of Vacation Leave

- 3.1. Employees are allowed to accrue up to 500 hours of vacation time. Employees are allowed to exceed the 500-hour cap only during the calendar year.
 - 3.1.1. For an example, an employee with a vacation balance of 500 hours on March 1 may continue to build vacation hours during the calendar year. However, as of the pay period end that includes December 31, they will be required to have reduced the accrued vacation to 500 hours or less.
- 3.2. Employees do not accrue paid vacation during unpaid, unprotected leaves of absence.
- 3.3. Accrual schedule for 40-hour employees:

Length of Continuous Service In Years	Annual Accruals (Hours)	Annual Accrual (Days)	BIWK Accrual
Non-Exempt			
0 - 2 Years (0-35 Months)	96	12	3.693
3 - 7 Years (36-95 Months)	112	14	4.308
8 - 12 Years (96-155 Months)	128	16	4.925
13 - 17 Years (156-215 Months)	152	19	5.848
18 years (216-227 Months)	160	20	6.154
19 years (228-239 Months)	168	21	6.462
20 Years (240-251 Months)	176	22	6.771

Annual Accruals (Hours)	Annual Accrual (Days)	BIWK Accrual
Exempt		
136	17	5.234
151	19	5.843
168	21	6.462
192	24	7.385
200	25	7.694
208	26	8.000
216	27	8.308

21 Years (252-263 Months)	184	23	7.08	224	28	8.617
22 Years (264-275 Months)	192	24	7.39	232	29	8.927
23 Years (276-287 Months)	200	25	7.699	240	30	9.236
24 Years (288-299 Months)	208	26	8.008	248	31	9.545
25+ Years (300+ Months)	216	27	8.317	256	32	9.854

4. Illness during Vacation

- 4.1. If, during scheduled vacation leave an employee is ill, they may take sick leave in lieu of vacation time, upon approval of their department. The employee may be required to show proof of illness with a doctor's certificate.

5. Vacation Pay Out Upon Termination.

- 5.1. Employees who leave City service after successful completion of their first six months of employment shall be entitled to payment for accrued vacation level. Employees are eligible to cash out up to one year of accrual plus 80 hours.
- 5.2. Sworn (non-union) managers and supervisors are eligible to cash out up to 500 hours of accrued vacation hours at retirement.
- 5.3. In case of death, compensation for accrued vacation leave up to the cap shall be paid to the beneficiary of the employee.
- 5.4. Accrual payout caps at time of termination:

Length of Continuous Service In Years	Non-Exempt Payout Cap	Exempt Payout Cap	Exec Team Payout Cap
0 - 2 Years (0-35 Months)	176.02	216.08	256.05
3-7 Years (36-95 Months)	192.01	231.92	272.01
8 - 12 Years (96-155 Months)	208.05	248.01	288.00
13 - 17 Years (156-215 Months)	232.05	272.01	312.02
18 Years (216-227 Months)	240.00	280.04	320.01
19 Years (228-239 Months)	248.01	288.00	327.99

20 Years (240-251 Months)	256.05	296.01	336.02
21 Years (252-263 Months)	264.08	304.04	344.00
22 Years (264-275 Months)	272.14	312.10	352.01
23 Years (276-287 Months)	280.17	320.14	360.02
24 Years (288-299 Months)	288.21	328.17	368.00
25 Years (300-311 Months)	296.24	336.20	376.01
26 Years (312-323 Months)	304.30	344.24	384.02
27 Years (324-335 Months)	312.34	352.30	392.00
28 Years (336-347 Months)	320.37	360.33	400.40
29 Years (348-359 Months)	328.40	368.37	408.46
30 Years (360-371 Months)	336.46	376.40	416.49
31 years (372-383 Months)	344.50	384.46	424.53
32 Years (384-395 Months)	352.53	392.47	432.56
33 Years (396-407 Months)	360.57	400.53	440.62
34 Years (408-419 Months)	368.60	408.56	448.65
35 Years (420-431 Months)	376.66	416.62	456.69
36 Years (432-443 Months)	384.69	424.63	464.72
37 Years (444-455 Months)	392.73	432.69	472.76
38 Years (456-467 Months)	400.76	440.72	480.79
39 Years (468-479 Months)	408.82	448.76	488.85
40 Years (480-491 Months)	416.88	456.79	496.91
41 Years (492-503 Months)	424.94	464.83	500.00
42 Years (504-515 Months)	433.00	472.86	500.00

43 Years (516-527 Months)	441.06	480.89	500.00
44 Years (528-539 Months)	449.12	488.93	500.00
45 Years (540-551 Months)	457.18	496.96	500.00
46 Years (552-563 Months)	465.24	500.00	500.00
47 Years (564-575 Months)	473.30	500.00	500.00
48 Years (576-587 Months)	481.36	500.00	500.00
49 Years (588-599 Months)	489.42	500.00	500.00
50 Years (600-611 Months)	497.48	500.00	500.00
51 Years (612+ Months)	500.00	500.00	500.00

DEFINITIONS:

N/A

RESOURCES:

Administrative Regulations:

1. [Disability Accommodation](#)
2. [Family Medical Leave](#)
3. [Leave of Absence](#)
4. [Retirement](#)
5. [Paid Time Off](#)

On-line Resources:

1. Executive Team (Grandfathered) Vacation Accrual Table
2. [Labor Agreements](#)
3. [Oregon Sick Leave Law ORS 653.601-653.661](#)
4. [Oregon Sick Time OAR 839-007-0000](#)