

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

**Note:** Terms in ***bold and italics*** throughout this policy are defined below.

## PURPOSE:

To provide employees with paid time away from the workplace.

## SCOPE:

This regulation applies to non-represented employees hired before October 1, 2016, who are not enrolled in 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 and may not be used in increments smaller than 15 minute (.25 hours on timecard). Employees are responsible for managing their vacation account.

***Vacation leave*** does not include City paid time off for observed holidays.

## PROCEDURE:

### 1. Scheduling 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 a previously approved request if unexpected operational needs arise requiring the employee's presence.
- 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 (30) 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 for the purposes of banking 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 regularly scheduled workweek.

## 3. Accruals of Vacation Leave

- 3.1. Employees are allowed to accrue up to 500 hours of vacation time. Employees may exceed the 500-hour cap during the calendar year but must be at or below 500 hours by the end of the final ***pay period*** that includes December 31.
  - 3.1.1. For 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 <i>Continuous Service</i> In Years	Annual Accruals (Hours)	Annual Accrual (Days)	BIWK Accrual
<b>Non-Exempt</b>			
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	176	22	6.771

Annual Accruals (Hours)	Annual Accrual (Days)	BIWK Accrual
<b>Exempt</b>		
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

(240-251 Months)						
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 substitute sick leave for vacation, subject to departmental approval. 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 leave. Employees are eligible to cash out up to one year's worth of vacation accrual, plus an additional 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 the event of the employee's 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:

<b>Length of Continuous Service In Years</b>	<b>Non-Exempt Payout Cap</b>	<b>Exempt Payout Cap</b>	<b>Exec Team Payout Cap</b>
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:

1. ***“Accrual Cap”*** is the maximum number of vacation hours an employee may retain at year-end or at the time of separation. Employees may exceed the cap temporarily during the calendar year but must reduce their balance to 500 hours or less by the final pay period containing December 31.
2. ***“Continuous Service”*** is the uninterrupted employment with the City from an employee’s original or most recent hire date, excluding periods of unpaid leave unless protected by law or policy. Continuous service determines accrual rate and payout tiers.
3. ***“Excused Leave Without Pay”*** is leave granted at the discretion of the department director when an employee has insufficient accrued vacation leave. This time off is unpaid and must be approved in coordination with Human Resources.
4. ***“Pay Period”*** is the bi-weekly time frame (14 days) used to determine accruals, pay, and benefit calculations. Accrual caps are enforced at the end of the pay period that includes December 31 each year.
5. ***“Vacation Leave”*** is paid time off accrued by eligible employees, intended to be used for rest, travel, or personal activities unrelated to illness or protected leave.

## RESOURCES:

Administrative Regulations:

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

Online 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](#)