

Vacation / Holiday Leave

1031.1 VACATION / HOLIDAY ELIGIBILITY

1. All full-time merit and probationary members accrue and are eligible to use accrued vacation leave.
2. Probationary and provisional members accrue vacation but are prohibited from using leave prior to completing one month of Unified Police Department employment.
3. If a member has had their service date adjusted in accordance with current policy, the adjusted service date will be used for the purpose of determining the rate of vacation accrual.
4. All new hired, full-time members shall be granted 40 hours of leave time upon hire date that may be used in conjunction with their own accrual leave balances according to the schedule noted below.

1031.2 VACATION / HOLIDAY ACCRUAL

1. Full-time merit members shall accrue vacation according to the following schedule:
Department service vacation accrued per pay period

Service date through end of the 1 st year	regular hours worked x (times).0269 (6.15 hours)
Beginning of year 2 through end of the 8 th year	regular hours worked x (times).04615 (7.69 hours)
Beginning of the 9 th year through the end of the 16 th year	regular hours worked x (times) .06923 (9.54 hours)
Beginning of the 17 th year and over	regular hours worked x (times) .09231 (11.38 hours)

2. As of July 7, 2019, members will no longer accrue separate Holiday hours; they will be combined with Vacation hours as indicated in the formula above.
 - a. It is the responsibility of each member to ensure they have enough vacation hours to cover holidays throughout the year that are observed by the department. For example, the month of November has three observed holidays that each member will need to account for in their leave balances.
3. Vacation hours shall not be accrued during a period in which the member has fallen into leave without pay status.

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4. Beginning January 1, 2019, members unused accrued vacation hours will be reconciled at the end of the pay period in which their anniversary date occurs.
 - a. Beginning July 7, 2019 Members may carry vacation balances in excess of 344 hours during the year, however, no more than 43 days (344 hours) will be carried forward upon reaching the end of the pay period in which their anniversary date occurs each year.
 - b. Beginning July 7, 2019, when an observed holiday falls on a normal work day, members will have the hours deducted from their vacation balances unless they work the holiday with prior approval from their supervisor. If the member has insufficient vacation hours accrued then the member may fall into a leave without pay status and be subject to discipline.

1031.3 UTILIZATION

1. Members shall be entitled to use vacation at the discretion of their supervisor and / or their Commander / Administrator.
 - a. There is no limit on the amount of accrued vacation which may be used by a member, subject only to the scheduling requirements of the supervisor and / or their Commander / Administrator.
 - b. Members are eligible to use accrued vacation only after completion of one month of UPD employment.
 - c. Vacation may be used in increments of one quarter hour or more.
 - d. Vacations are to be taken as time off and there will be no pay in lieu of time off.
 - i. Members shall not be allowed to use vacation for any period of time beyond, or in advance of, time already accrued.
2. All vacation leave must be approved by the appropriate supervisor prior to use. All members are urged to use, annually, their earned vacation leave.
3. Supervisors and / or their Commander / Administrator will set up vacation schedules so that an excessive number of members will not be on vacation at the same time. The supervisor and / or their Commander / Administrator must be certain that adequate members will be present to maintain the functional responsibility of the division.

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4. Resolving Scheduling Conflicts
 - a. In the event of conflicting requests of members, the conflict will be resolved on the basis of:
 - i. Needs of the department.
 - ii. Rank or grade.
 - iii. Seniority.
 - b. Supervisors and / or their Commander / Administrator may establish rules for use of seniority, which provide that after a specified deadline or actual granting of vacation to a less senior member, the less senior member is not bumped by a more senior member.
 - c. The final authority in a division for authorizing vacations and resolving such conflicts will be the Commander / Administrator.
5. The donation of vacation by department members to another member is permitted only in accordance with the Sick Leave Bank policy.
6. Each supervisor and / or their Commander / Administrator shall make every effort to encourage members to use accrued vacation and to arrange work schedules so that members may take vacations at times convenient for them as well as for the department.

1031.4 TERMINATION

1. Merit members who terminate department employment shall be paid for their accumulated vacation at their current daily rate of pay. Accrued vacation shall be paid for by the UPD when a member terminates department employment. Payment for accrued vacation shall be calculated by multiplying the vacation hours accrued by the hourly rate in effect on the day of termination.
 - a. Probationary and provisional members who terminate department employment shall not be paid for their accumulated vacation.
 - b. Temporary withholding of payment for accumulated vacation leave may be authorized when a member is being terminated under circumstances in which the member may owe money to the department or is holding department property.