



**CITY OF
ST. AUGUSTINE**

**PERSONNEL
MANUAL**

6. Benefits
6.3 Vacation Leave

I. PURPOSE

The intent of this policy is to outline the vacation leave provisions which have been established for employees of the City of St. Augustine. It is the goal of this policy to provide City employees with the opportunity for periods of rest, relaxation and time away from the normal work routine to the benefit of both the employee and the City.

II. SCOPE

This policy applies to all regular, full-time employees of the City of St. Augustine. Part-time and temporary employees are not entitled to vacation leave and are excluded from the provisions of this policy. If any provision of this policy is in conflict with a written provision(s) of a collective bargaining agreement between the City and a recognized bargaining agent, the provision(s) of the collective bargaining agreement will prevail.

III. VACATION ENTITLEMENT

A. GENERAL, MUNICIPAL and POLICE EMPLOYEES

- Regular, full-time General, Municipal and Police Department Employees, upon employment with the City, will earn vacation leave bi-weekly in accordance with the following schedule:

<u>Months of Service</u>	<u>Hours Per Pay Period</u>	<u>Annual Hours of Vacation</u>
0 – 59	3.0770	80 hours
60 – 71	3.3847	88 hours
72 – 83	3.6924	96 hours
84 – 95	4.0000	104 hours
96 – 107	4.3077	112 hours
108 – 179	4.6154	120 hours
180 – 191	4.9231	128 hours
192 – 203	5.2308	136 hours
204 – 215	5.5385	144 hours
216 – 227	5.8462	152 hours
228 +	6.1539	160 hours

B. FIRE EMPLOYEES

- Regular, full-time Firefighting Division employees assigned to twenty-four hour-on, forty-eight hour-off schedule, upon employment with the City will earn vacation leave bi-weekly in accordance with the following schedule:

<u>Months of Service</u>	<u>Hours Per Pay Period</u>	<u>Annual Hours of Vacation</u>
0 – 60	4.6154	120 hours
61 – 72	6.0000	156 hours
73 – 84	6.3461	165 hours
85 – 96	6.6923	174 hours
97 – 108	7.0384	183 hours
109 – 168	7.3847	192 hours
169 – 180	7.8461	204 hours
181 – 192	8.3076	216 hours
193 – 204	8.7692	228 hours
205 – 216	9.2308	240 hours
217 – 228	9.6923	252 hours
229+	10.1539	264 hours

IV. TERMS and CONDITIONS

- Non-probationary employees shall be eligible to use vacation leave at anytime after such vacation leave has been credited to his/her account, except at the discretion of their supervisor.
- An employee is eligible to request vacation leave at any time after the leave has been credited except for such times when a department's workload makes it impractical for such vacation leave to be granted. Whenever possible, employees will be granted vacation leave at the time they desire. However, the Department Head (or designee) reserves the right to approve and/or schedule all vacation leave.
- If a holiday occurs while an employee is on vacation, the employee's vacation leave will not be charged for the day of the holiday.
- Municipal and General employees vacation leave may be accumulate to a maximum of 400 hours plus annual hours of vacation leave accrued yearly as outlined above. Police and

Fire employees vacation leave may accumulate to a maximum as outlined in collective bargaining agreements. When an employee has reached the maximum accrual limit of vacation hours, the employee will not accrue or be credited with any additional vacation hours, including holidays saved, until his or her vacation balance drops below the maximum accrual limit.

- 5. Any employee on leave without pay for up to seven (7) consecutive days continues to accrue vacation time. Any employee on leave without pay for eight (8) or more consecutive days will not accrue vacation leave starting with the eighth (8th) day and continuing until the day the employee returns to work.
- 6. Vacation leave, if granted for a fractional part of a full shift, will be charged proportionately to the nearest quarter (1/4) hour.
- 7. Any non-probationary employee resigning a position must give two (2) weeks written notice prior to the resignation date or forfeit any compensation for vacation leave accrued since the last bi-weekly pay period. The official termination date shall be the last day of active employment and shall not be extended by the granting of vacation leave.
- 8. Non-probationary employees will be paid accrued vacation leave within sixty (60) days of their last day of active employment or after all post-termination hearings or appeals have been finalized, whichever is later. Payment will be processed during schedule payroll periods.