

INTRODUCTION

Full-time and eligible part-time employees of the City of Taft shall be entitled to paid vacation based upon length of credited service with the City.

Vacation shall begin to accrue immediately following an individual's date of employment. Employees may use vacation entitlement as it is earned provided that only the amount of vacation entitlement accrued, prior to the time vacation is scheduled, is approved and granted.

Vacation schedules shall be subject to approval by the department head.

VACATION ACCRUAL

1. Permanent full-time employees shall accrue vacation benefits at the rate of 3.0769 hours per bi-weekly payroll period, or 80 hours per year during the first four (4) years of continuous service.
2. Permanent full-time employees shall accrue vacation benefits at the rate of 4.615 hours per bi-weekly payroll period, or 120 hours per year starting at the beginning of the fifth (5TH) year of service through the ninth (9TH) year of continuous service.
3. Permanent full-time employees shall accrue vacation benefits at the rate of 6.1538 hours per bi-weekly payroll period, or 160 hours per year starting at the beginning of the tenth (10TH) year of service through the nineteenth (19TH) year of continuous service.
4. Permanent full-time employees shall accrue vacation benefits at the rate of 7.69 hours per bi-weekly payroll period, or 200 hours per year starting at the beginning of the twentieth (20TH) year of continuous service.
5. Vacation accrual shall be limited to an amount equal to twice (2x) the employee's current year's accrual, for example an employee with six (6) years of services may accrue a maximum of 240 hours. Once an employee reaches the maximum vacation balance further accrual will cease until the balance is reduced.
6. The City of Taft does hereby reserve the right to pay an employee for vacation accruals in excess of the maximum accrual defined herein when, for the convenience of the City and in the determination of the City Manager the employee cannot reasonably be granted time away from the normal work assignment.
7. Employee's may, for reasons of hardship or special circumstance, request to be paid out for a portion of their vacation time, not to exceed fifty percent (50%)

of their accrued time. (Special Circumstances or hardships may include situations such as pending foreclosure or unforeseen medical expenses) A Request form can be submitted to the Human Resources Department for verification of employee's accrued time. Requests will then be forwarded to the City Manager for review and approval.

8. Employees on Workers Compensation will not accrue Vacation will in an un-paid status. While on payroll vacation accrual will be pro-rated.

VACATION SCHEDULING AND PAYMENT

1. Vacations shall be scheduled by the employee's immediate supervisor in a manner which will insure adequate departmental staffing at all times.
2. Should employee vacation requests conflict with staffing requirements, supervisors shall arrange a mutually acceptable vacation schedule based on length of employee service and the order in which employee vacation requests were submitted.
3. Vacation schedules shall be subject to approval by the department head.
4. Should a City approved Holiday fall during an employee's scheduled vacation, the vacation period should be increased proportionately. If not taken during the scheduled vacation, the proportionate increase shall be granted at a time approved by the employee's immediate supervisor.
5. Vacation pay shall be computed on an employee's base salary exclusive of premium payments.
6. Employees leaving the active payroll will be paid for unused vacation accrued during their tenure with the City of Taft.
7. Accrued vacation benefits shall be paid to the heirs or to the estate of an employee whose death occurs while actively employed by the City of Taft.

PART-TIME EMPLOYEES

1. Permanent part-time employees of the City of Taft hired to work less than forty (40) hours per week but twenty (20) hours or more per week shall accrue vacation benefits on a pro-rata basis.
2. Permanent part-time employees hired to work less than twenty (20) hours per week and/or temporary employees shall not be eligible for vacation benefits.