

CITY OF WACO

A. Statement of Purpose

To establish the City's policy regarding vacations.

B. General Policy

Each employee is encouraged to take annual vacation as paid time off away from work. The City does not provide vacation pay unless vacation time is actually taken as time off from work, or upon separation.

1. ACCRUAL

- a) Regular full time employees earn and accrue vacation leave at a rate of thirteen working days per year (104 hours).
- b) Regular full time employees accrue vacation leave at a rate of eighteen working days per year (144) following five consecutive years of employment with the City.
- c) Regular full time employees accrue vacation leave at a rate of twenty working days per year (160) following twenty consecutive years of employment with the City.
- d) Civil service employees are granted vacation time in accordance with Chapter 143 of the Texas Local Government Code, which states "each firefighter or police officer is entitled to earn a minimum of fifteen working days vacation leave with pay in each year."
- e) A maximum of twenty days of vacation leave may be carried into the next calendar year.
- f) An employee will be paid for accrued vacation leave **NOT TO EXCEED TWENTY WORKING DAYS (160)** upon separation.
 - Payment is based upon the rate of pay at the time of separation and is subject to Internal Revenue Service withholding taxes. Payment shall include base salary, longevity pay, deferred compensation made on behalf of the employee by the City, certification incentive pay, education incentive pay and any other pay subject to Internal Revenue Service withholding taxes.
- g) Vacation leave stops accumulating when an employee goes on absent without pay status. Vacation leave resumes accumulating upon the employee's return to work.

2. APPROVAL

- a) Vacation leave must be requested by the employee and approved by the department manager in advance. Managers may approve or deny vacation requests upon consideration of department work requirements and the ability of remaining employees to perform the work.
- b) Vacation leave may not be authorized until the employee has earned and accumulated the vacation leave.
- c) If a circumstance arises that necessitates an employee being off and no time is recorded in their vacation accrual bank, time accrued in the holiday, and compensatory banks will be exhausted prior to the employee being placed on unpaid leave status unless such leave qualifies for FMLA leave.

3. COMPUTATION

- a) Vacation leave will not be recorded as a day of leave if:
 - A holiday falls within an employee's vacation leave period; or
 - An employee becomes ill during vacation leave and requests the days be charged to sick leave rather than vacation leave.
- b) Part-time employees accrue vacation leave in proportion to the number of annual budgeted hours for that position. Vacation leave accrues based on the following ranges:
 - At least 20 but not greater than 24 hours per week – accrue at 62% of full time
 - At least 25 but not greater than 29 hours per week – accrue at 75% of full time
 - At least 30 but not greater than 35 hours per week – accrue at 87% of full time.

CITY OF WACO

VACATION
Policies and Procedures

AVL-3

Page 3 of 3
Revised 07/17/09



Larry D. Groth, P.E., City Manager
July 17, 2009