

# City of Irving Policies and Procedures

## Vacation Leave

### POLICY

Vacation leave is available as a benefit to regular full-time employees to use throughout the year with the approval of their immediate supervisor. This leave is designed to provide an employee with paid time away from the job. Vacation leave accrues biweekly beginning with the first day of employment with accrual rates increasing as specified in the tables below.

### PROCEDURE

**Department Director Responsibility:** Each supervisor is responsible for approving requests for use of vacation leave.

**Employee Responsibility:** An employee is responsible for notifying their immediate supervisor of the need to take vacation as soon as possible, or in accordance with specific department rules.

**Eligibility for Vacation Leave:** A regular full-time employee who has completed the 182-day orientation period is eligible to use accrued vacation leave. An employee who, after completing the orientation period, changes from regular full-time status to part-time, temporary or seasonal employment status will be paid their accumulated vacation leave balance as of the conclusion of the pay period prior to the status change.

**Exempt Employees:** Pursuant to principles of public accountability, an exempt employee's vacation leave may be docked for absences of less than one full workday.

**Vacation Days:** Vacation days are eight hours for employees who work a 40-hour work week or average a 40-hour week. Vacation days are 12 hours for Civil Service employees who work an average 53-hour week.

**Termination:** Upon termination of employment, an employee who has completed the 182-day orientation period will be paid their unused accrued vacation leave up to the Maximum Hour Accumulation outlined in the charts below.

**Accrual of Vacation Leave:** The following tables outline the accrual rates and maximum accrual rates for various years of service.

#### GENERAL GOVERNMENT EMPLOYEES

Months of Service	Biweekly Accrual	Annual Equivalent Hours	Maximum Hour Accumulation
Beginning of month 1 through end of month 48	3.69	96	192
Beginning of month 49 through end of month 108	4.62	120	240
Beginning of month 109 through end of month 168	5.23	136	272
Beginning of month 169 through end of month 228	5.54	144	288
Beginning of month 229 through end of month 288	6.15	160	320
Beginning of month 289 and after	6.77	176	352

SWORN POLICE OFFICERS COVERED BY CIVIL SERVICE

Months of Service	Biweekly Accrual	Annual Equivalent Hours	Maximum Hour Accumulation
Beginning of month 1 through end of month 108	4.62	120	240
Beginning of month 109 through end of month 168	5.23	136	272
Beginning of month 169 through end of month 228	5.54	144	288
Beginning of month 229 through end of month 288	6.15	160	320
Beginning of month 289 and after	6.77	176	352

FIREFIGHTERS WORKING 27-DAY WORK PERIODS

Months of Service	Biweekly Accrual	Annual Equivalent Hours	Maximum Hour Accumulation
Beginning of month 1 through end of month 108	6.92	180	360
Beginning of month 109 through end of month 168	7.85	204	408
Beginning of month 169 through end of month 228	8.31	216	432
Beginning of month 229 through end of month 288	9.23	240	480
Beginning of month 289 and after	10.15	264	528

**Maximum Accumulation:** Vacation leave hours may accrue beyond the Maximum Hour Accumulation limits and are available for use during employment. However, only the Maximum Hour Accumulation amount will be paid out to the employee upon termination of employment; vacation leave in excess of the limit is forfeited.

**Use of Paid Leave:** Employees may not use any vacation leave until they have accrued the actual number of hours they schedule to use. Employees will exhaust all accrued leave balances prior to using any unpaid leave status.