

ARTICLE 4

VACATIONS

Section 1

A. All full-time Employees of the CITY shall be entitled to a vacation as outlined hereafter in this Article.

B. Annual vacation time shall be allotted to all employees on the basis of years of service as follows:

Years of Service	Months of Service	Monthly Accrual	Annual Accrual	Maximum Accrual
1-5 Years	1- 60 months	6.67 Hours	80 Hours	120 Hours
6-10 Years	61-120 months	10.00 Hours	120 Hours	180 Hours
11-15 Years	121-180 months	13.33 Hours	160 Hours	240 Hours
16 Years	181-192 months	14.00 Hours	168 Hours	252 Hours
17 Years	193-204 months	14.67 Hours	176 Hours	264 Hours
18 Years	205-216 months	15.33 Hours	184 Hours	276 Hours
19 Years	217-228 months	16.00 Hours	192 Hours	288 Hours
20 Years	229-240 months	16.67 Hours	200 Hours	300 Hours
21 Years	241-252 months	17.33 Hours	208 Hours	312 Hours
22 Years	253-264 months	18.00 Hours	216 Hours	324 Hours
23 Years	265-276 months	18.67 Hours	224 Hours	336 Hours
24 Years	277-288 months	19.33 Hours	232 Hours	348 Hours
25 Years	288+ months	20.00 Hours	240 Hours	360 Hours

C. Vacation leave may be used by an Employee as soon as it is earned. Employees may accumulate annual vacation leave provided their accumulated vacation hours do not exceed one and one half the annual accrual rate based on the years of service as listed in this article. Except with prior written approval of the City Administrator, those Employees exceeding the annual accrual rate will lose those excess hours.

D. Subject to the efficient operation of the department and allowing for emergency provisions, earned vacation dates shall be granted on the basis of seniority preference within the Department in cases of conflict of requests between Employees for available vacation dates, provided the senior Employee requests their vacation at least 30 calendar days prior to dates in conflict.

E. Provided the employee previously advised their Division Supervisor of such action, at their option, previously earned vacation time may be used by an Employee to extend their sick leave.

F. Definitions:

- Schedule change - a change in the regular work schedule, whether days or hours.
- Status change - a change in the type of pay or leave for which the employee is compensated.
- Required to return to work - the employee is mandated by their supervisor to report to work. An employee voluntarily reporting to work for either their regular shift or an overtime shift is not considered required to return to work for this policy.
- Vacation period - an employee is considered on vacation from the time their last regular scheduled shift ends until the time the first regular scheduled shift starts upon return.

When a CPOA employee is required to return to work while on vacation, it is considered a status change not a schedule change.

The procedure for keying the hours worked and the vacation time is dependent upon whether or not the employee works during his/her regularly scheduled shift.

When an employee is required to return to work during their regular scheduled, the time worked is keyed as straight time. Vacation is only keyed for any time not worked during their regular shift. The employee's vacation balance is credited .5 times the hours deemed worked.

Example: Employee's regular shift is 6 a.m. to 2 p.m. Employee was scheduled for vacation and is required to report to work at 10 a.m. Employee worked from 10 a.m. to 1 p.m. Employee is paid straight time for 3 hours, vacation time for 5 hours (not 8) and 1.5 hours of vacation is added to his/her vacation balance.

When an employee is required to return to work outside their regular scheduled, the time worked is keyed as overtime. Vacation is keyed for the entire regular shift. The employee's vacation balance is credited .5 times the hours deemed worked.

Example: Employee's regular shift is 6 a.m. to 2 p.m. Employee was scheduled for vacation and is required to report to work at 3 p.m. Employee worked from 3 p.m. to 7 p.m. Employee is paid overtime for 4 hours, vacation time for 8 hours, and 2 hours of vacation is added to his/her vacation balance.

Sometimes an employee is required to return to work both outside and overlapping with their regular shift.

Example: Employee's regular shift is 6 a.m. to 2 p.m. Employee was scheduled for vacation and is required to report to work at 4 a.m. Employee worked from 4 a.m. to 7 a.m. Employee is paid 2 hours overtime, 1 hour straight time, vacation time for 7 hours and 1.5 hours of vacation is added to his/her vacation balance.

When an employee is required to return to work on their scheduled day off during a period of vacation, the time worked is keyed as overtime. The employee's vacation balance is credited .5 times the hours deemed worked.

Example: Employee's regular days off are Saturday and Sunday. Employee was scheduled for vacation Thursday through Monday. Employee is required to report to work at 8 p.m. on Sunday. Employee worked from 8 p.m. to 11 p.m. Employee is paid 3 hours overtime and 1.5 hours of vacation is added to his/her vacation balance.

G. If a holiday occurs while an Employee is scheduled on vacation, their vacation shall be extended one (1) day to allow for the holiday.

H. Upon the death of any Employee, the accrued accumulated vacation benefits shall be paid to the beneficiary of the deceased Employee.

I. Employees desiring to split earned vacations shall be permitted to do so as follows, subject to Paragraph D above:

1. Seniority prevails on first choice, and after everyone has had first choice, then seniority starts over for second choice. But the second choice shall not deprive anyone of their first choice.
2. Vacations in any increment may be taken with approval of a Lieutenant or above.
3. Vacation requests must be approved or denied within three (3) working days by a Lieutenant or above.

J. In order to promote greater work performance and reward Employees for superior work product, the CITY agrees to give the Employee of the Quarter two (2) additional days of vacation.

K. An Employee who desires to take a vacation increment shall give advance notice to the on-duty shift supervisor no later than one hour prior to the start of the shift.

L. For the calculation of vacation accrual, lateral transfers shall accrue vacation at the appropriate rate commensurate to their total years of continuous experience, up to a maximum credit of ten years of service.

M. Upon completion of the initial training period, lateral transfers shall be granted vacation hours equal to half of the maximum allowed based on their years of service and shall continue to accrue vacation monthly commensurate with their total years of service, up to a maximum credit of ten years of service.

N. Those who were hired as laterals will maintain their current level of vacation and sick time accrual. They will remain at that rate until their time in service at Carlsbad exceeds their total time as a lateral. Once they pass their lateral years of service they can, again, begin accruing additional vacation and sick time.