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## ANNUAL LEAVE

### Scheduling and Approval

Routine requests for annual leave must be scheduled as far in advance as possible, and at times and in increments that cause the least interference with departmental operations and the employee's work. If necessary, department heads may establish limits on the consecutive number of days an employee may use annual leave in any period of time, except when annual leave is being used because paid sick leave is not available. Requests for leave may be denied if the employee has not complied with the required advance request and notice requirements of the department, or when the dates requested could adversely affect the efficient operation of the department. Any employee who takes leave and does not have a sufficient leave balance available, will be charged leave without pay (LWOP).

### Revocations

Previously-approved leave requests may be cancelled if necessary to carry out essential work of the department due to emergencies or other unforeseen conditions. In such cases, every effort will be made by the department head not to cancel previously-approved leave requests of employees who will experience a significant financial or other hardship provided the employee can provide acceptable verification of such loss or hardship or an acceptable explanation of a compelling situation indicating why they will be harmed by the cancellation of pre-approved leave.

### Conflicts in Requests for Leave

The scheduling of annual and discretionary leave shall be by employee preference to the extent permitted by the reasonable service needs of the City and the department. If it is necessary to limit the number of employees on leave at any one period of time, the employee whose request was received first will be given preference. If two or more requests are received from employees of same or similar rank at the same time for the same period of time, the employee with the greatest seniority shall be given preference. In departments where employees are all required to schedule annual leave and/or discretionary leave for the forthcoming year at the same time, seniority, time in rank or position, or any other fair and non-discriminatory method of assignment may determine preference.

### Earning Schedule

Eligible employees begin to earn paid annual leave benefits starting on the date of hire and are eligible to use accumulated annual leave after six (6) months of service with the City. Annual leave shall be earned according to the following table.

<b>Years of Service on Anniversary Date (From Date of Hire)</b>	<b>Annual Earning Rate</b>	<b>Earning Rate Per Pay Period</b>
Up to 3 years (36 mos.)	10 days (80 hrs.)	3.08 hrs.
3 - 10 years (120 mos.)	15 days (120 hrs.)	4.62 hrs.
10 - 20 years (240 mos.)	18 days (144 hrs.)	5.54 hrs.
20 years (240 mos.) and over	22 days (176 hrs.)	6.77 hrs.

### Accrual and Accumulation

Annual leave may be accrued to a maximum accumulation of thirty (30) working days. Accumulated annual leave benefits exceeding thirty (30) days shall not be carried over beyond the end of each calendar year. Payments in lieu of taking annual leave are not permitted.

### Payment for Unused Annual Leave

Employees shall be paid for unused accumulated Annual Leave up to a maximum of thirty (30) days at the time of separation from City employment.

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**DISCRETIONARY LEAVE**

**Limitations**

Discretionary leave (also known as "personal leave") may be taken only after it has been earned and it must be used during the calendar year in which it is earned. Discretionary leave does not accumulate and there shall be no carry-over at the end of a calendar year. There shall be no payment for unused discretionary leave or upon the employee's separation from employment.

**Service Requirements**

<b>Eligibility for Discretionary Leave</b>	
<b>Number of Years of Employment</b>	<b>Entitlement</b>
2 - 5 years of continuous service on January 1	16 hours that calendar year
5 - 10 years of continuous service on January 1	32 hours that calendar year
10 - 15 years of continuous service on January 1	40 hours that calendar year
15 yrs. or more of continuous service on January 1	48 hours that calendar year