



ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT

Departmental Policy

Subject: **Vacation Leave**

D.P. No: **4-11**

Effective Date:
July 1, 2011

1. AUTHORITY

1.1 City of Houston Code of Ordinance, Chapter 14, and Sec. 14-170; Code of Ordinance Article XVI, Section 2-503, Director--Powers and Duties; and Administrative Procedure 2-4, Electronic Timekeeping Policy.

2. PURPOSE

2.1 It is the policy of the Administration and Regulatory Affairs Department (ARA) to allow employees vacation with pay in accordance with the City of Houston Code of Ordinance, Chapter 14, Sec. 14-170 that became effective on November 1, 2003.

3. SCOPE

3.1 This policy applies to all employees reporting to the Director of Administration & Regulatory Affairs Department (ARA), including executive level employees. Part-time, seasonal, and temporary employees may be included or excluded from this policy, at the discretion of the Director. This policy supersedes all former Department policies, procedures and directives.

4. POLICY

4.1 Permanent employees shall be allowed vacation with pay in accordance with the employee's service time and the following schedule:

Year 1 through 4	80 hours
Year 5	120 hours
Years 6 and 7	128 hours
Years 8 and 9	136 hours
Years 10 and 11	144 hours
Year 12	152 hours
Year 13	160 hours
Year 14	168 hours

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Year 15	176 hours
Year 16	184 hours
Year 17	192 hours
Year 18 and beyond	200 hours

Accruals shall be allocated on a fractional basis per pay period, with applicable service time adjustments commencing on the first pay period following the employee's service time anniversary date, as illustrated in the table below:

Accrual Year	Biweekly Accrual (25	Adjusted Accrual (26th
Years 1- 4	3.04	3.20
Year 5	4.36	5.00
Years 6- 7	4.55	5.05
Years 8- 9	5.13	5.35
Years 10-11	5.32	5.40
Year 12	5.50	6.10
Year 13	6.09	6.15
Year 14	6.27	6.45
Year 15	6.46	6.50
Year 16	7.04	7.20
Year 17	7.22	7.50
Year 18 and Beyond	7.41	7.55

4.2 Accruals of vacation time shall be limited as follows:

- 4.2.1 A person who has a commencement date (comp date) later than December 31, 1999 shall be subject to an accrual limit of 360 hours. A person who has a comp date prior to January 1, 2000 shall be subject to an accrual limit of 720 unused hours for so long as they remain continuously employed by the City without a gap in service. Once the applicable limit is reached, accruals shall be suspended and shall not recommence until the employee reduces the balance below the cap.
- 4.2.2 A new hire employee will accumulate vacation leave, but cannot use the leave until he/she has been in the City's service for a period of six months. Once the six month period has been reached, the employee will be allowed such vacation leave as would have accrued during such six months period of time. Rehired employees will accumulate vacation leave and will also need to follow the same six months waiting period before using vacation leave.

- 4.2.3 Each employee, upon termination of employment of more than 6 months, shall receive in a lump sum payment, the full amount of his/her salary for his unused accrued vacation leave.
- 4.2.4 Upon termination, the calculation of payment for unused vacation is based upon an average of salary for the last 60 days plus longevity, unless the last 60 days do not represent the highest rate of pay.

5. PROCEDURES

- 5.1 All vacation requests must be entered in KRONOS using the Electronic Leave Authorization Form at least one calendar week (7 days), prior to the requested time off.
- 5.2 Previously requested vacation leave may be denied or canceled, if previously approved, at the discretion of the supervisor based on the need of the work unit.
- 5.3 Vacation leave may be granted as “unplanned leave” to cover an emergency, not to exceed 5 incidents for a total of 24 hours in a twelve (12) month period, which may adversely affect your EPE. “Unplanned vacation” may be denied if, in the opinion of the employee’s supervisor, an actual emergency does not exist or if the productivity of an employee’s assigned work area will be adversely affected by the requested absence.
 - 5.2.1 “Unplanned leave” must be entered in KRONOS using the Electronic Leave Authorization Form by noon on the first day back to work. Failure to comply will result in time reported absent without pay.
 - 5.2.2 It is the employee’s responsibility to keep track of his/her usage of vacation leave; planned and unplanned.
- 5.3 Vacation leave may be used to cover an absence due to inclement weather at the discretion of the Director of Administration and Regulatory Affairs. It is the employee’s responsibility to call ahead of time and get tentative approval. (See policy on absences due to inclement weather.) This action requires approval by the Mayor.
- 5.4 Managers may request a tentative vacation plan from all of the staff early in the calendar year in order to ensure adequate staffing requirements are met.
 - 5.4.1 In the event of multiple requests for absences on the same day(s), requests will be granted based upon the critical nature of the job, minimum staffing requirements, and/or seniority.
- 5.5 A minimum of one (1) hour vacation time may be taken with additional time in one-half (1/2) hour increments.
- 5.6 Vacation leave may be used for extended illness when all sick time has been exhausted. A leave of absence without pay for this purpose cannot be granted until all available vacation has also been exhausted.

6. COMPLIANCE

- 6.1 Adherence to the above is mandatory. Any employee who violates the policy may be subject to disciplinary action.

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