

**FINANCE AND ADMINISTRATION DEPARTMENT**

<b>Subject:</b>	<b>Vacation Leave Policy</b>	<b>No.</b>	<b>FA-602.01R3</b>
		<b>Effective Date:</b>	<b>May 1, 2006</b>
<b>Issue Date:</b>	<b>May 1, 2006</b>	<b>Revision No.:</b>	<b>3</b>

**1. PURPOSE**

To revise Finance and Administration's Vacation Leave Policy to incorporate the new benefit changes to the City of Houston Code of Ordinance Chapter 14, Sec. 14-170, that became effective on November 1, 2003.

**2. SCOPE**

This policy applies to all Department of Finance and Administration employees and supersedes all former Finance & Administration Department policies, procedures and directives relative to the same issue.

**3. POLICY**

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

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

**Approved:**



**Date Approved:**

May 1, 2006

**Policy No.**

FA-602.01R3

**FINANCE AND ADMINISTRATION DEPARTMENT**

<b>Subject:</b>	<b>Vacation Leave Policy</b>	<b>No.</b>	<b>FA-602.01R3</b>
		<b>Effective Date:</b>	<b>May 1, 2006</b>
<b>Issue Date:</b>	<b>May 1, 2006</b>	<b>Revision No.:</b>	<b>3</b>

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:

<b>Accrual Year</b>	<b>Biweekly Accrual (25 PP)</b>	<b>Adjusted Accrual (26<sup>th</sup> PP)</b>
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

Accruals of vacation time shall be limited as follows:

- 3.1** Person who has a commencement date (comp date) later than December 31, 1999 shall be subject to an accrual limit of 360 hours. Persons who have 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 by use of benefits below the cap.
- 3.2** New hired employees 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. If he continues in the city's service beyond said six months' period, such 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.
- 3.3** Each employee, upon termination of employment of more than 6 months, shall receive in a lump sum payment, the full amount of his salary for his unused accrued vacation leave.

**FINANCE AND ADMINISTRATION DEPARTMENT**

<b>Subject:</b>	<b>Vacation Leave Policy</b>	<b>No.</b>	<b>FA-602.01R3</b>
		<b>Effective Date:</b>	<b>May 1, 2006</b>
<b>Issue Date:</b>	<b>May 1, 2006</b>	<b>Revision No.:</b>	<b>3</b>

**3.4** Upon termination, the calculation of payment for unused vacation is based upon an average of salary for the last 60 calendar days plus longevity, unless the last 60 days do not represent the highest rate of pay. Calculation will be made using 60 days at the highest rate of pay.

**4. PROCEDURES**

**4.1** All vacation request must be submitted on a Leave Authorization Form 206 to the immediate supervisor at least one calendar week (7 days), prior to requested time off.

**4.2** Previously requested vacation leave may be denied or canceled, if previously approved, at the discretion of the supervisor based on the needs of the work unit.

**4.3** 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.

4.3.1. Form 206 for "unplanned leave" must be submitted to the immediate supervisor by noon on the first day back to work.

4.3.2. Failure to comply with the above procedure will result in time reported absent without pay.

4.3.3. It is the employee's responsibility to keep track of his/her usage of vacation leave; planned and unplanned.

**4.4** Vacation leave may be used to cover an absence due to inclement weather at the discretion of the Director of Finance and Administration. It is the employee's responsibility to call in ahead of time to get tentative approval. (See Mayor's Policy No.605 on absences due to inclement weather.) Requires approval by the Mayor.

**4.5** Managers may request tentative vacation plans from all of the staff early in the calendar year in order to insure adequate staff throughout the year.

4.5.1 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, and/or seniority and minimum staffing requirements.

**4.6** A minimum of one (1) hour vacation time may be taken with additional time in one-half (1/2) hour increments.

**4.7** 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.

**FINANCE AND ADMINISTRATION DEPARTMENT**

<b>Subject:</b>	<b>Vacation Leave Policy</b>	<b>No.</b>	<b>FA-602.01R3</b>
		<b>Effective Date:</b>	<b>May 1, 2006</b>
<b>Issue Date:</b>	<b>May 1, 2006</b>	<b>Revision No.:</b>	<b>3</b>

**5. COMPLIANCE**

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