



**City of Albany**  
Human Resources Policy  
Policy #: HR-BC-15-003  
Title: Vacation

**Benefits &  
Compensation**

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**Purpose** The City is committed to providing employees paid time off from work for vacation leave to allow for periods of rest from the work environment.

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**Policy** **Eligible Employees**  
All City of Albany regular employees scheduled to work twenty (20) or more hours per week are eligible to accrue monthly vacation hours. Leave may be taken by an employee after six months' of continuous service in accordance with procedures established by this Policy. Provisions of collective bargaining agreements prevail for bargaining unit employees.

City temporary employees or temporary services workers are not entitled to accrue vacation leave.

**Vacation Accrual**  
Monthly vacation accrual for employees shall be computed on the basis of time actually served from the employees first day of employment. The rate that vacation leave accrues shall depend upon the number of months of total continuous service for the City.

1. Full-time employees shall earn vacation accrual for any month in which they receive compensation for eighty (80) or more hours of work on a pro rata basis based on the following schedule:

<b>Months of Continuous Service</b>	<b>Monthly Accrual Rate</b>	<b>Equivalent Annual (hours)</b>	<b>Accrual (days)</b>	<b>Maximum Accrual (hours) <i>2 x Annual</i></b>
1 through 48 months	7 hrs.	84	10.5	168
49 through 94 months	10 hrs.	120	15.0	240
95 through 168 months	11 hrs.	132	16.5	264
169 through 228 months	13 hrs.	156	19.5	312
229 months and over	14 hrs.	168	21.0	336

2. Part-time employees shall earn prorated vacation allowance if they are regularly scheduled to work an average of at least twenty (20) hours per week per pay period and they receive compensation for eighty (80) or more hours in a month.



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- Supervisory personnel working fifty-six- (56-) hour work weeks in fire suppression shall earn vacation accrual on the following schedule:

<b>Months of Continuous Service</b>	<b>Monthly Accrual Rate</b>	<b>Equivalent Annual (hours)</b>	<b>Accrual (days)</b>	<b>Maximum Accrual (hours) <i>2 x Annual</i></b>
1 through 48 months	14 hrs.	168	7.0	336
49 through 94 months	18 hrs.	216	9.0	432
95 through 168 months	21 hrs.	252	10.5	504
169 through 228 months	24 hrs.	288	12.0	576
229 months and over	26 hrs.	312	13.0	624

**Personal Leave-Police Patrol Staff**

Patrol Lieutenants working 12-hour shifts shall receive five (5) hours of Personal Leave time each month. Personal leave balances are:

- Front loaded to the employees time sheet July 1 of each fiscal year.
- Not carried over from fiscal year to fiscal year.
- If employee leaves the patrol staff, personal leave time is prorated based on the time period of the personal leave accrual. Any overage will be deducted, based on the percentage of time worked in the patrol assignment, first from the patrol employee's vacation account if available, then the holiday account.
- Payable upon termination to an employee for any reason.

**Vacation Granted**

Vacations will be granted at the time requested by the employee subject to reasonable operational requirements. If the City is compelled by unforeseen circumstances to limit the number of vacations at the same time, the employee with the greater seniority within the division will be given a choice of vacation period. An exception to this seniority preference shall be made if a less senior employee has requested and has had her/his vacation granted prior to a more senior employee making her/his request.

Vacation may be used after six (6) months of continuous employment, unless otherwise designated in a collective bargaining agreement.

No division shall require more than two (2) months prior notification of requested vacation time.



Employees will be allowed to use vacation, or other available leave time to attend religious observances in accordance with applicable State or Federal statute.

**Vacation Pay**

The rate of vacation pay is the employee’s regular straight time rate of pay in effect for the employee’s regular job on the payday immediately preceding the employee’s vacation period.

Paid vacation hours shall not be considered as time worked for the purpose of computing overtime compensation.

**In-Lieu-Of Vacation Accrual (ILOVA)**

Nonbargaining and Executive employees who have been continuously employed with the City for at least 169 months and at least 229 months shall be eligible to elect to receive an additional three percent (3%) increase in salary in-lieu-of the additional vacation accrual above 13 hours (21 hours for 56-hour employees) and 14 hours (24 hours for 56-hour employees), as indicated below. Employees may elect to receive up to 6% pay ILOVA.

<b>Months of Continuous Service</b>	<b>40-hour Employee Accrual Rate (Monthly)</b>	<b>56-hour Employee Accrual Rate (Monthly)</b>	<b>Monthly ILOVA Pay</b>
169 through 228 months	11 hours	21 hours	3%
229 months or more	13 hours	24 hours	3%

- (1) Eligible employees must give written notice through completion of the Request for Salary Increase In-Lieu-Of Vacation Accrual Form for ILOVA to be effective at the beginning of each fiscal year by December 31.
- (2) The option selected by the employee will continue from year to year under this Policy unless the employee requests a change in writing to Payroll by December 31 to be effective the following fiscal year.
- (3) The effective date for implementation of the employees elected option shall be triggered by the month in which the employee completes the applicable months of continuous service; the option will be effective the first of that month.

If an employee did not submit the required written notice to the Human Resources Department by December 31 of the preceding year, s/he can request the six percent (6%) only if:

- (1) The employee is already receiving the three percent (3%); and

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- (2) The employee is and has been maxed out on vacation accrual; and
- (3) The employee's department director approves the additional three percent (3%) ILOVA; and
- (4) The Human Resources Director approves the request.

**Separation of Employment**

Any regular employee who is laid off, discharged, retired, or terminated from the service of the City for any reason will be compensated for all earned but unused vacation accumulated at the time of separation. To be eligible for this compensation, an employee must be employed for a minimum of six months.

**Definitions**

**Time Served-** Includes: time taken while on leave of absence without pay for military service or Family Medical Leave; any continuous absence because of injury in the line of duty.

**References**

Refer to specific Collective Bargaining Agreements.

**ILOVA Form-** Request for Reduced Vacation Leave Accrual Pay

**Review and Authorization**

Supersedes: HR-BC-15-002 09/13/2007	Created/Amended by/date: SR; 12/15/2009	Effective Date: 01/01/2010
HR Director:	City Manager:	

1. Form or worksheet revision related to this document? No  Yes

If yes, attach a copy of the revised form or worksheet.

2. Training required? No  Yes