

ABOUT YOUR VACATION AND SICK PAY BENEFITS

The following applies to all City employees *except* "as-needed" employees.
This is a summary only. Actual benefits are governed by applicable laws, ordinances and labor contracts.

BENEFITS ARE BASED ON YOUR PAID HOURS

You earn vacation and sick pay time on the actual hours the City pays you for—your paid hours.*
(NOTE: You earn vacation time on all your paid hours, *including overtime hours*; you earn sick pay time on all paid hours *except* overtime.)

- You do not earn vacation/sick pay time for non-paid hours.*
- You do not earn vacation/sick pay time based on any special *earnings* you receive, such as shift premium or special pays. Your benefit is based on *hours*.

*EXCEPTION: Benefits *may* be earned while on SDI or Workers' Compensation. Contact your payroll office for details.

Paid Hours are: your regular work and overtime hours and other hours for which you receive pay, such as jury duty time, holiday and vacation time, sick leave with pay, etc.

Non-Paid Hours are: hours spent on personal leave, sick leave *without* pay, etc.

Hours vs. Earnings Example: If you work eight hours earning a premium pay that pays an additional 10%, your benefit is based on the *eight hours you worked*; the additional 10% you *earn* has no effect on your benefit.

ABOUT YOUR ANNIVERSARY DATE AND ANNIVERSARY YEAR

ANNIVERSARY DATE – You start earning benefits each year beginning on your *anniversary date*. For most employees, this is the date you first report to work.

ANNIVERSARY YEAR – You earn and use benefits on a yearly basis—from one anniversary date to the next—as explained below. This yearly period is your *anniversary year*. Yearly maximums refer to your anniversary year, not the calendar year.

HOW BENEFITS ARE EARNED

VACATION

Starting on your anniversary date, each pay period you earn a fraction of an hour of vacation time (see below) for each of your paid hours.

You continue earning time throughout your anniversary year, *unless* you earn the yearly maximum before the year is over. *If you earn the yearly maximum before the end of your anniversary year, you will stop earning vacation time until your next anniversary date.*

| Years Employed | Time Earned Per Paid Hour | Yearly Maximum |
|----------------|---------------------------|----------------|
| 0-5 | .0385 hour | 80 hours |
| 5-15 | .0577 hour | 120 hours |
| 15+ | .0770 hour | 160 hours |

Overtime: If you work overtime you will earn the yearly maximum in less than a year. The more overtime you work the quicker you will reach the maximum (and stop earning vacation time for the current year.)

SICK PAY

Each pay period you earn .05 hours of sick pay time for each paid hour, *excluding overtime hours*. You earn time at this rate throughout your entire anniversary year.

Employees who work a regular 40-hour-a-week schedule earn four hours of sick pay per pay period (.05 x 80 hour pay period).

Yearly Maximum: 104 hours

The maximum sick pay time you can earn in a year is 104 hours (26 pay periods x 4 hours).

YOUR VACATION AND SICK PAY BALANCES

- **ACCUMULATING HOURS** – Any vacation and sick pay hours you do not use during a year are carried over to the next year. The hours you earn over the years, less the hours you use, equal your vacation and sick pay *balances*.

- **MAXIMUM HOURS YOU CAN ACCUMULATE** – In addition to the yearly maximums, there is a maximum number of sick pay and vacation hours that you can accumulate. These are your *maximum balances*.

If, in a pay period, the hours you earn cause one of your balances to reach the maximum, you will stop earning hours until you reduce your balance—by using some vacation or sick pay time.

| Vacation Maximum Balance | | Sick Pay Maximum Balance |
|--------------------------|-----------------|--------------------------|
| Years Employed | Maximum Balance | 1040 hours |
| 0-5 | 320 hours | |
| 5-15 | 360 hours | |
| 15+ | 400 hours | |

- **BALANCES ON PAY STATEMENT** – Your pay statement shows your vacation and sick pay balances. These are the total hours you had available as of the end of the pay period for which you were paid.

| | | | |
|----------|------------------|------|------------------|
| VACATION | 330.00 | SICK | 1000.00 |
| | ↑ | | ↑ |
| | vacation balance | | sick pay balance |

- **VACATION HOURS ADDED ON 5TH AND 15TH ANNIVERSARIES** – On your 5th and 15th anniversaries you become eligible for additional vacation hours. These hours are added to your vacation balance during the pay period in which your anniversary date occurs. The number of hours you receive is determined by the number of paid hours you had in the previous anniversary year; full-time employees may receive up to 40 hours.

OTHER VACATION AND SICK PAY INFORMATION

- **WAITING PERIOD FOR USING BENEFITS** – New employees earn vacation and sick pay hours beginning on the day they report to work, but cannot use their earned hours for a period of time:
 - Sick Pay:** Employees may start using sick pay time after six months of continuous service.
 - Vacation:** Employees may start using vacation time after one year of continuous service.

- **REPORTING MORE HOURS THAN YOU HAVE** – If the vacation or sick pay hours reported to the payroll system in a pay period are more than your vacation or sick pay balance, the payroll system converts the extra hours to non-paid hours.

- **WHEN YOU LEAVE CITY EMPLOYMENT** – Employees who have worked for the City for more than one year are paid for the vacation hours they have not used when they leave City employment. Employees are not paid accumulated sick pay hours. **Exception:** Some employees with vested sick pay may be paid their vested sick pay upon retirement. Contact your payroll office for details.