

## **POLICE RULE 6**

### **VACATION**

#### **Section 6-1 Number of Days Earned**

A. Vacation shall be earned by police employees hired prior to July 1, 1982, as follows:

1. Police employees shall earn 12 vacation days for each full year of employment. After completion of seven (7) full years of employment as a police employee, one (1) additional vacation day shall be earned for each additional year of employment or any part thereof over seven (7) years. These days shall be taken in the following calendar year; and
2. Maximum vacation days which can be earned in any one year shall be 26 days.

B. Vacation shall be earned by police employees hired after July 1, 1982, as follows:

1. Vacation with pay shall be earned at the rate of one (1) day for each month of employment;
2. Employees who have completed five (5) years of accumulated full-time employment as a police employee shall accrue three additional vacation days;
3. Employees who have completed ten (10) years of accumulated full-time employment as a police employee shall accrue five additional (total of eight) vacation days;
4. Employees who have completed 20 years of accumulated full-time employment as a police employee shall accrue five additional (total of 13) vacation days; and
5. Vacation days shall be taken in the calendar year following the year in which they are earned, with the exception of final vacation.

C. Vacation shall not be earned while on suspension from the Department payroll.

D. Vacation is not earned while on NON-LINE-OF-DUTY disability status. Time spent on NON-LINE-OF-DUTY disability shall be considered for the purpose of computing years of employment.

E. Vacation shall not be earned while on LINE-OF-DUTY disability status. Time spent on LINE-OF-DUTY disability leave shall be considered for the purpose of computing years of employment.

F. Vacation shall be earned while in recruit training pursuant to civilian rules, but time spent while in recruit training shall not apply to the pension.

G. Authorized days off, holidays, and compensatory time shall not be considered as vacation.

H. Vacation leave shall not be taken in less than one (1) hour increments.

Section 6-2 **Vacation Policy**

A. No vacation days earned under this rule except vacation earned while in recruit training, shall be taken prior to 12 full months of employment.

B. Vacation days earned during recruit training may be taken at the discretion of the commander.

C. Vacation taken in any calendar year shall be based on years of service completed the preceding calendar year.

D. Employees may carry forward a maximum of 40 vacation days.

E. Vacation periods selected by employees shall be subject to the approval of the appropriate commanders having jurisdiction.

F. Employees may not take vacation leave without their commander's approval. Commanders may approve vacation leave for police employees with:

1. The rank of first sergeant and below: maximum of four (4) consecutive calendar weeks; and
2. The rank of lieutenant and above: maximum of two (2) consecutive calendar weeks.

Note: All requests for vacation leave of consecutive calendar weeks, in excess of the limits listed above, shall be submitted to the applicable Assistant Chief of Staff or Major Subordinate Commander for consideration. The Assistant Chief of Staff (AC/S) Human Resources and Administration shall be advised when any police employee has been granted more than four (4) weeks of consecutive leave.

G. An employee who, while on scheduled vacation leave, becomes sick or injured shall remain on vacation leave until the original leave period ends at which time the employee may be placed on sick leave. However, an employee who, while on scheduled vacation leave, becomes sick or injured to the extent that there is a severe limitation of their functional capacity to perform the duties of their job, may request to be placed on sick leave in lieu of vacation leave. Such requests must be submitted to the employee's appropriate division or district commander for consideration and must include a completed Employee's Physician Report.

H. Final vacation shall be administered as follows:

1. Terminating employees may elect to remain on the payroll for the number of unused vacation days earned the previous calendar year plus the current calendar year, and compensatory time earned, plus any personal leave time;
2. Employees will be paid in a lump sum for vacation days and unused compensatory hours; and

3. The total number of vacation days for which an employee may receive a lump sum payment shall not exceed 30 days.

### Section 6-3 **Examples of Vacation Earned at Time of Termination**

A. An employee who terminates during the fourth year of service with a termination date of May 31<sup>st</sup> is entitled to 12 vacation days for the preceding calendar year, plus 5/12<sup>ths</sup> of the 12 vacation days for the year of termination, or 17 days vacation.

B. An employee who terminates during the 25<sup>th</sup> year of service on February 28<sup>th</sup> is entitled to 26 vacation days for the preceding calendar year, plus 2/12<sup>ths</sup> of the 26 vacation days for the year of termination, or a total of 26 plus 4 1/3<sup>rd</sup> days, or 30 1/3<sup>rd</sup> days. All fractions of days less than one-half shall be disregarded, and all fractions of days one-half or more shall be counted as full days. In calculating vacation days earned, all fractions of months of service less than one-half shall be disregarded and all fractions of months of service more than one-half shall be counted as full months.

### Section 6-4 **Vacation Schedules**

All commanders shall ensure that adequate manpower is maintained to perform daily operations during scheduled vacations.

### Section 6-5 **Vacation Leaves for District Enforcement Personnel**

A. Department vacation leaves shall be scheduled through a meeting of the affected personnel, conducted by a supervisor in February of each year. The agreed upon schedule will start with the third work period of the year. At this meeting a vacation schedule may be arrived at by:

1. An informal, unanimous agreement of the personnel involved; or
2. Seniority and the following guidelines:
  - a. Seniority for troopers shall be based on the date of appointment (as a trooper).
  - b. Seniority for personnel with rank shall be based on continuous time in grade.

Note: Days off due to disciplinary suspensions shall not be used to reduce an employee's seniority for the purpose of determining vacation draw rankings.

c. Personnel graduating from the same recruit class shall be ranked based on PE number, starting with the lowest PE number selecting first in the current year; then, a rotation shall be established for each following year.

B. Vacation Selection Criteria for district enforcement personnel.

1. Personnel shall be allowed to schedule as many vacation days as they wish (except as indicated in section 6-2, F) during each selection round; however, all vacation days must be scheduled consecutively and will not be separated by the use of any compensatory or personal leave time.

2. Vacation time off shall include regular days off and holidays that are consecutive to the approved vacation time.

C. Vacation schedules and issues not covered or resolved by this rule shall be decided and approved by the applicable commander.