
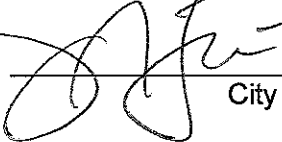




Approved:

**City of Commerce, California  
Human Resources Policy and Procedure Manual**

  
\_\_\_\_\_  
Director of Human Resources

  
\_\_\_\_\_  
City Administrator

*Number: V-1 Effective Date: 09/06/11*

**SUBJECT: VACATION POLICY**

**PURPOSE:**

Employees need time away from the workplace on an annual basis. The City of Commerce encourages employees to take time away from work to rest, relax and recharge. In doing so, the employee returns to work refreshed and can continue to provide excellent service to the City of Commerce's residents and patrons.

**POLICY:**

The City of Commerce's policy is to provide every full and part-time employee who has been in the continuous employ of the City (except temporary employees) with annual vacation that is accrued based upon the employee's status, job classification and length of continuous years of service since the most recent date of regular employment, as set forth below.

Continuity of service is defined as City employment, without break or interruption of employment. An absence without pay for less than ten (10) business days in any one month or leave with pay, for any period, shall not constitute interruption of a full-time employee's continuous service.

Temporary employees do not accumulate vacation.

**A. Eligibility and Accrual**

1. Unless approved by the City Administrator, no vacation leave shall be accumulated to exceed four hundred and eighty (480) hours. The City's 480 hour maximum accumulation policy will be enforced by scheduling vacations to eliminate any excess accumulation.
2. No vacation leave shall be accumulated by employees while they are on an unpaid leave of absence or non-work related disability leave of more than ten (10) business days.
3. In the event one or more City holidays fall within a vacation period, such holidays shall not be charged as vacation leave.
4. Upon separation from City employment, compensation shall be paid for vacation leave which has been earned but not taken.

5. Vacation leave shall be accounted for on a fifteen (15) minute increment.
6. Vacation leave granted to part-time employees in acting or dual classifications will be compensated at the rate of pay for the classification for which they were earned.
7. No administrative time will be provided to employees while they are on vacation leave.

Paid vacation time is accrued monthly according to the following schedule:

Years of Service	Full-Time	Part-time
Less than 5 years	8 hrs./mo. 96 hrs./ Yr.	Accrue 8 hours of leave for every 173 hours worked
5 yrs and 1 month – 8 full years	10 hrs./mo 120 hrs/Yr.	Accrue 8 hours of leave for every 173 hours worked
8 years and 1 month - 13 full years	12 hrs./mo. 144 hrs./Yr.	Accrue 8 hours of leave for every 173 hours worked
13 years and 1 month- 20 full years	13.33 hrs./mo. 160 hrs./Yr.	Accrue 8 hours of leave for every 173 hours worked
20 years and 1 month +	16.67 hrs./mo. 200 hrs./Yr.	Accrue 8 hours of leave for every 173 hours worked

## B. Scheduling of Vacation

1. Vacation leave shall be scheduled with the approval the Department Director or his or her designee by submitting a Leave Request Form in writing, preferably thirty (30) business days before and but no less than five (5) business days before the beginning of the vacation. Vacation leave requests for extended times (15 work days or more), unless an unforeseen emergency exists, shall be submitted at least thirty (30) days in advance of the beginning of the vacation. Vacations shall be scheduled according to the needs of the department. The employee's seniority and wishes will be factors that are considered during the scheduling process. No paid vacation leave shall be allowed except earned vacation leave.
2. Vacation leave requests shall not be in excess of that actually earned at the time it is requested or in excess of the regular scheduled workweek.
3. Vacation leave may not be taken prior to the completion of the employee's six (6) - month probationary period unless approved by the Department Director because of special circumstances.
4. An employee who becomes ill while on vacation may have such period of illness charged to his/her accumulated sick leave instead of to vacation time, provided that immediately

upon return to duty the employee submits to his/her Department Director a written request for sick leave and a written off-work statement signed by his/her physician for the dates of the illness.

5. The Department Director retains the discretion to cancel previously authorized vacation in the case of an operational or business necessity.
6. The City will consider seniority as the primary factor, where the job performance is equal, when approving vacation schedules. Seniority for full-time employees shall be defined as length of service in the position. The updated seniority list shall be distributed 90-days after the end of each fiscal year.
7. Seniority for part-time employees shall be determined by calculating the length of service in the position multiplied by the average annual hours actually worked during the preceding five (5) fiscal years. The updated seniority list shall be distributed ninety (90) days after the end of each fiscal year.

**PROCEDURE:**

<b><u>Responsibility</u></b>	<b><u>Action</u></b>
Employee	1. Submits all necessary paperwork to request paid vacation leave preferably within thirty (30) days, but not less than five (5) business days before the start of vacation, to his/her supervisor and Department Director or designee for consideration.
Department Director	2. Approves or denies vacation leave request based upon the staffing needs of the department. Considers seniority when multiple requests may impact the department's delivery of services and staffing.