

# CITY OF ROCHESTER ORGANIZATIONAL POLICY

## VACATION LEAVE

For calendar year 2020, the following policy expansions/options are available to City employees. Employees covered under a collective bargaining agreement should consult with their bargaining representative to verify eligibility to participate in the policy expansions/options as noted.

- The maximum vacation donation amount has been increased to allow employees to donate up to 32 vacation hours to the donated time-off bank. The [Donation Authorization Form](#) must be submitted no later than December 16, 2020 to participate in this increased donation opportunity.
- Employees who donate at least 8 vacation hours to the City's donated time-off bank prior to December 4, 2020 may elect to transfer up to 40 hours of vacation time to their own sick leave account. All hours transferred to sick leave must be hours that are above the vacation accrual cap, as indicated within City policy.

Policy expansions/options approved by City Administrator:



*Steve Rymer, City Administrator*  
*September 29, 2020*

### Purpose

The City of Rochester is committed to providing a work environment that recognizes work-life balance and employee well-being. This policy provides employees with a paid vacation benefit to encourage an opportunity for rest, relaxation, and rejuvenation. It also outlines the criteria governing eligibility, the accrual and use of vacation leave.

### Eligibility

City employees who are classified as benefits eligible, full-time or part-time regular employees will accrue vacation benefits. "Regular benefits-eligible" is defined as employees who work at least twenty hours but less than forty hours per week. Regular part-time employees accrue vacation benefits on a prorated basis to reflect hours worked compared to full-time employment. Employees regularly scheduled to work less than twenty (20) hours per week or hired as temporary or seasonal employees shall not be eligible for accrued paid vacation benefits.

### Vacation Accrual

The amount of vacation which an employee earns is determined by the employee's length of service as of their employment anniversary date. Employees accrue vacation as specified in a Collective Bargaining Agreement or as identified in the following accrual schedule:

#### *Non-exempt Employees*

Time Worked	Vacation Accrual
Less than 1 year	96 hours (Prorated)
1 through 2 years	96 hours/12 days*
3 through 5 years	120 hours/15 days
6 through 10 years	152 hours/19 days
11 through 15 years	176 hours/22 days
16 through 19 years	192 hours/24 days
20 years	200 hours/25 days

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### *Exempt Employees*

Time Worked	Vacation Accrual
Less than 1 year	120 hours (Prorated)
1 through 2 years	120 hours/15 days
3 years	128 hours/16 days
4 through 5 years	136 hours/17 days
6 years	160 hours/20 days
7 through 8 years	168 hours/21 days
9 through 10 years	176 hours/22 days
11 years	200 hours/25 days

Vacation accrued shall appear each pay period on the employee's payroll advice or as stated in the Employee Self-Service electronic record.

A vacation accrual cap of two (2) times annual vacation accrual rate is applied to an eligible employee's vacation balance each December after the last pay date (payroll deposit). Any amount above the cap on that date will be forfeited.

Vacation shall not accrue during the time an employee is laid off or on an extended leave of absence (greater than 30 days) without pay from their employment.

### **Vacation Use**

Employees may use vacation only after it has been earned; they may not borrow against future accruals. The department head or their designee will approve the use of paid vacation providing a reasonable advance request was provided and based on departmental workload priorities. Vacation time-off requests will also be balanced with staff-level requirements and previously approved vacation for other employees. Organizational tenure may be a factor when granting vacation requests.

Employees in a probationary status may use accrued vacation providing approval is granted by their supervisor.

### **Vacation Payout Prior to Separation of Employment**

Upon separation of employment with the City of Rochester, an employee may submit a written request to the Director of Human Resources to remain on payroll using vacation or compensatory time for up to three weeks after his/her last day of employment.

Unless an employee requests a partial early payout, unused accrued vacation will be paid out upon separation or as designated by the Collective Bargaining Agreement. If an employee wishes to exercise an option for an earlier partial payout (through a payroll check) of their accrued vacation balance, they must submit a written request to the Director of Human Resources at least six weeks prior to the separation date. Any unused accrued vacation leave balance on record in the preceding payroll cycle, prior to the separation date, will be paid out through the regular payroll process at the employee's base rate of pay in effect at that time. This payout will be subject to all federal and state withholding requirements. Any unused vacation accrual earned between the payroll payout and the separation date will be processed according to City policy or as designated by a Collective Bargaining Agreement. No employee requests to rescind their employment resignation notification will be accepted once a partial vacation payout has been processed.

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Policy revision approved by City Administrator:

A handwritten signature in black ink, appearing to read "S Rymer", positioned above a horizontal line.

Steve Rymer, City Administrator  
May 19, 2020

Revised 2/2003, 4/2004, 10/2019, 5/2020