



HR – Vacation Time
City of Crystal Lake Administrative Directive

PURPOSE:

All full-time regular employees shall earn vacation leave for the purposes and uses outlined in this directive. Where sections of this directive conflict with an employee’s collective bargaining agreement, the collective bargaining agreement shall govern.

PROCEDURE:

Vacation Accrual

Accrual rates for full-time employees are as follows:

<u>Period Earned</u>	<u>Hours Earned Per Month</u>	
	<u>Exempt*</u>	<u>Non-Exempt</u>
Hire to Month before 1 st Anniversary	6.67	3.33
1 st Anniversary to month before 5 th Anniversary	11.33	8.00
5 th Anniversary to month before 9 th Anniversary	11.33	10.00
9 th Anniversary to month before 15 th Anniversary	14.67	11.33
15 th Anniversary and on	18.00	14.67

*Fire Battalion/Bureau Chiefs earn vacation time differently based on their assignment to shift hours or staff hours. Those assigned to shift hours earn on the following schedule:

<u>Period Earned</u>	<u>Hours Earned Per Month</u>
	<u>Fire BC Exempt*</u>
Hire to Month before 1 st Anniversary	6.67
1 st Anniversary to month before 9 th Anniversary	16.00
9 th Anniversary to month before 15 th Anniversary	18.00
15 th Anniversary and on	24.00

The following stipulations apply to the accrual of vacation:

- No vacation shall accrue during an unpaid leave of absence.
- An eighteen (18) month accumulation of vacation time is the maximum allowable vacation accrual (24 months for exempt employees- for Fire BC the maximum accrual is 576 hours). Any vacation time beyond the maximum accumulation will be forfeited. If the City prohibits an employee from using vacation due to workload, the employee shall be allowed to continue to accrue vacation leave beyond the maximum allowable accrual as authorized by the Department Director and City Manager.
- If employment began on or before the tenth day of the month, credit for the month will be allowed.
- If employment began after the tenth day of the month, the employee will begin earning credit in the following month.

- The last month worked shall be credited toward vacation payment only if the employee reported to work through the 10th of the month.

Vacation Scheduling

Employees shall submit vacation requests in writing and in advance as required by individual departments' and/or supervisors' time off request procedures. Vacation schedules shall be arranged to provide minimal disruption to departmental operations. In considering approval of vacation requests, Department Directors, and/or supervisors, shall review departmental operating needs and staffing requirements. Department Directors, or their designees, shall establish vacation schedules at the beginning of the year, so that employees can plan for vacations. For like positions, a seniority system shall be used to grant priority for scheduling vacations.

Vacation Usage

The employee's supervisor is responsible for monitoring usage through the use of payroll data. The following stipulations shall apply to vacation usage:

- Vacation may be used in one-hour increments.
- No used vacation time may be changed to sick leave, unless the employee is hospitalized.
- Scheduled vacation time may be canceled only with department director approval.
- A vacation day will not be charged to vacation pay where a holiday falls within an employee's vacation period.
- A new employee is generally not entitled to take vacation time until after he/she has completed six months of service.

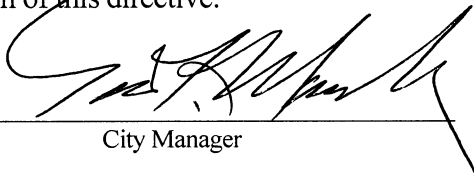
Accumulated vacation credit is payable upon separation, provided that the employee has completed six months of service.

RESPONSIBILITY:

All City employees shall have the responsibility of familiarizing themselves with this directive and adhering to it.

Department Directors and supervisors shall have the responsibility to ensure that employees under their supervision fulfill the requirements of this directive. In addition, all supervisors shall assist with the administration of this directive.

Approved By: _____



City Manager

Original Effective Date: 5/1/1997

Revised: 5/1/2010

Next Review: 5/1/2012