	<p><b>City of Albany</b>  <b>Administrative Policy</b>  Benefits &amp; Compensation  Policy #: HR-BC-15-005  Title: Vacation Leave</p>	<p><b>Human Resources</b></p>
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**Purpose**                    The City is committed to providing employees paid time off from work for vacation leave to allow for periods of rest from the work environment.

**Policy**                    **Covered Employees & Eligibility Requirements**  
*Provisions of collective bargaining agreements prevail for bargaining unit employees.*

- All City of Albany regular status employees scheduled to work twenty (20) or more hours per week are eligible to accrue vacation hours.
- City temporary employees or temporary services workers are not entitled to accrue vacation leave.
- Full-time employees shall earn vacation accruals based on the accrual schedules listed below.
- Part-time employees shall earn prorated vacation accruals, based on their regularly scheduled FTE, i.e., an employee in a 0.75 FTE position would earn 75% of the full-time accrual rate per pay period, as shown below, based on the applicable months of continuous service.
- A full- or part-time employee who is in paid status for less than fifty percent (50%) of their regularly scheduled FTE in any pay period shall not receive a vacation accrual for that pay period.
- Vacation accrual for employees shall be computed on the basis of time actually served from the employees first day of employment. The accrual rate for vacation leave shall depend upon the number of months of total continuous service for the City.
- The rate of vacation pay is the employee’s regular straight time rate of pay currently in effect at the time that the employee uses their vacation leave.
- Vacation accruals shall not be used until the pay period after they are earned.

*Effective January 1, 2025, for Nonbargaining and Exempt personnel, the following vacation accruals account for rolling in floating holiday leave and professional leave hours (where applicable), which are being eliminated:*



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**Human Resources**

**Vacation Accrual – Non-Exempt Personnel**

Months of Continuous Service	Semi-Monthly Accrual Rate (hours)	Equivalent Annual (hours)	Maximum Accrual (hours) <i>1.75x Annual</i>
1 through 48 months	5.0	120	210
49 through 96 months	6.0	144	252
97 through 144 months	6.5	156	273
145 through 168 months	7.0	168	294
169 through 228 months	7.5	180	315
229 months and over	8.0	192	336


**Vacation Accrual – Exempt Personnel**

Months of Continuous Service	Semi-Monthly Accrual Rate (hours)	Equivalent Annual (hours)	Maximum Accrual (hours) <i>1.25x Annual</i>
1 through 48 months	8.5	204	255
49 through 96 months	9.5	228	285
97 through 144 months	10.0	240	300
145 through 168 months	10.5	252	315
169 through 228 months	11.0	264	330
229 months and over	11.5	276	345

**Vacation Accrual – Fire Supervisory Personnel (56-hour)**

Supervisory personnel working fifty-six- (56-) hour work weeks in fire suppression shall earn vacation accrual on the following schedule:

Months of Continuous Service	Semi-Monthly Accrual Rate (hours)	Equivalent Annual (hours)	Maximum Accrual (hours) <i>1.5x Annual</i>
1 through 48 months	10.5	252	378
49 through 96 months	12.5	300	450
97 through 144 months	13.5	324	486

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145 through 168 months	14.5	348	522
169 through 228 months	15.5	372	558
229 months and over	16.5	396	594

**Vacation Granted**

Vacations will be granted at the time requested by the employee subject to reasonable operational requirements. If the City is compelled by unforeseen circumstances to limit the number of vacations at the same time, the employee with the greater seniority within the division will be given a choice of vacation period. An exception to this seniority preference shall be made if a less senior employee has requested and has had their vacation granted prior to a more senior employee making a request.

Vacation may be used after six (6) months of continuous employment, unless otherwise designated in a collective bargaining agreement. When an employee has a bona fide need to use their vacation accruals for medical leave that has been certified by a physician, the six-month waiting period shall be waived.

*Nonbargaining and Exempt personnel: The six-month waiting period for a new-hire’s use of vacation accruals is waived effective January 1, 2025.*

No division shall require more than two (2) months prior notification of requested vacation time unless otherwise addressed by provisions of the applicable collective bargaining agreement.


Employees will be allowed to use vacation or other available leave time to attend religious observances in accordance with applicable State or Federal statute.

**Hiring Incentives**

If necessary, in the City’s judgement, based on the individual’s relevant education and experience, the City may hire a new employee with the following benefits:

- 1) frontloaded vacation leave not to exceed six months’ accruals (the six-month waiting period for use of accruals will be waived and the employee’s accruals will be frozen until such time as their accruals catch up to the amount frontloaded); and/or
- 2) a higher accrual rate (the employee’s accrual rate will be frozen until such time as the accrual rate to which they would otherwise be entitled, based on months of continuous service as outlined in this policy, exceeds the rate at which they were hired).

Departments must receive advance approval from the Human Resources Department prior to offering these benefits to a prospective employee.

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**Payout of Accruals upon Job Change**

If an employee transfers, promotes, or otherwise moves into a position within the same or a different bargaining unit or Nonbargaining position that has a lower maximum accrual cap than that of their prior position, the employee will be paid out for any accruals in excess of the new maximum accrual cap at the regular rate of pay in effect immediately preceding the job change.

For Fire Department employees who transfer or promote from a position working 2912 annual hours to 2080 annual hours, existing vacation and holiday leave accruals will be converted prior to payout using the following formula: (current vacation balance + current holiday balance) x 0.7142 = new vacation balance. If the new vacation balance is above the vacation cap for the employee’s new position, the employee will be paid out any excess accruals above the new cap.

**Separation of Employment**

Any regular employee who is laid off, discharged, retired, or terminated from the service of the City for any reason will be compensated for all earned but unused vacation accumulated at the time of separation.

**Definitions**

**Time Served-** Includes: time taken while on a leave of absence without pay for military service or Family Medical Leave; any continuous absence because of injury in the line of duty.

**References**


Refer to specific Collective Bargaining Agreements.

**Review and Authorization**

Supersedes: HR-BC-15-005; 10/1/2022	Created/Amended by/date: HR; 11/01/2024	Effective Date: 01/01/2025
HR Director:  <i>Signature on File</i>		City Manager:  <i>Signature on File</i>

1. Form or worksheet revision related to this document? No  Yes

If yes, attach a copy of the revised form or worksheet.

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2. Training required? No  Yes