

**ARTICLE 18**

**VACATION**

18.1 All employees are eligible for paid vacation in accordance with the schedule in Provision 18.2 below.

18.2 Vacation Schedule

Vacation Credit Per Monthly Pay Period

Service Requirements Days	Days (8 hours)	Hourly Equivalent of
1 Month to 3 Years	5/6	6-2/3
37 Months to 6 Years	1-1/4	10
73 Months to 10 Years	1-5/12	11-1/3
121 Months to 15 Years	1-7/12	12-2/3
181 Months to 20 Years	1-3/4	14
241 Months to 25 Years	1-11/12	15-1/3
301 Months and Over	2	16

18.3 An authorized leave of absence without pay shall not be considered service for the purpose of vacation accrual.

18.4 Vacation credits are cumulative to a maximum of three hundred and twenty (320) working hours for ten (10) or less years of qualifying service or four hundred and forty (440) working hours for more than ten (10) years of such service. Accumulations in excess of this amount as of January 1 of each year shall be forfeited by the employee. An employee shall be permitted to carryover no more than eighty (80) hours of vacation credits in excess of the applicable maximum above when the employee was prevented from taking enough vacation to reduce the credits because the employee (1) was required to work as a result of an emergency and previously approved vacation days were canceled as a result; (2) was absent on full salary for compensable injury;

or (3) was prevented from using vacation previously scheduled to be taken in December because of being on paid sick leave.

- 18.5 A vacation bid by seniority may be used, at the Chief of Police's discretion, in conjunction with shift bids. If vacation requests are submitted after the vacation bid process or if vacation bidding is not used, requests for vacation must be submitted with reasonable advance notice and in writing to the Chief of Police. The Chief of Police or designee shall respond within fourteen (14) days to vacation requests. If there is no written response within the fourteen (14) days, the employee may request a written response from the Chief of Police or designee. If there is no written response within fourteen days from the date of the request for a response, the vacation shall be considered approved. An employee may request to schedule a block of several consecutive days vacation equal to the number of vacation days the employee earns in that calendar year. Based upon the operational needs of the campus, vacations shall be scheduled and taken as authorized by the Chief of Police.
- 18.6 For purposes of computing vacation credit, an employee who works eleven (11) or more days in a monthly pay period is considered to have completed a month, a month of service, or continuous service. When an absence without pay of more than eleven (11) consecutive working days falls into two (2) consecutive qualifying monthly pay periods, one (1) of the pay periods is disqualified.
- 18.7 During an employee's probationary period, vacation credit is earned.