

RESOLUTION NUMBER 622

A RESOLUTION ESTABLISHING VACATION ACCRUAL POLICY

WHEREAS, the Employee Handbook specifies how city employees earn and accrue vacation leave; and

WHEREAS, the amount of accrued vacation leave city employees have carried forward from one year to the next may not have been consistent with the Employee Handbook; and

WHEREAS, the City Council desires to clarify the policy on vacation accrual, implement it consistently, and provide an orderly transition so that employees have an opportunity resolve issues with any accrued vacation benefit currently on the books;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AURORA THAT:

Section 5.1 of the Employee Handbook of the City of Aurora is hereby amended to read as follows:

5.1 VACATION BENEFITS

Vacation benefits are intended to provide eligible employees with a period of rest and relaxation away from work with pay. Accordingly, employees are encouraged to schedule vacations with their supervisor each year and to use all vested vacation benefits. Vacations must be scheduled and approved in advance by the supervisor or in the case of City Officers the City Council. Because of the small size of City staff, not more than one City Officer will be authorized vacation at the same time without approval of the Council.

If a holiday falls during an employee's scheduled vacation, the employee will receive holiday pay for the day, if eligible for such pay, and will not be charged for vacation benefits for that day. All vested vacation benefits shall be paid upon termination of employment. Vacation credits shall not accrue during any unpaid leave of absence.

The City provides vacation benefits to its regular full-time employees only after their first year of employment. Vacation leave is earned and credited to the employee's vacation leave account on the first of the month following the anniversary of their employment. The City's expectation is that employees will use their vacation within 12 months of the date it is credited to their vacation leave account.

////

An employee may not use or be paid for the vacation credit until they have completed one year of employment. Employees earn and are credited with the appropriate number of days of vacation credit on the first of the month following the anniversary of their employment based as follows:

<u>Length of Employment</u>	<u>Days Credited</u>
After 1st Year of Employment	5 days
After 2nd and through 5th Year of Employment	10 days
6th and Subsequent Years of Employment	15 days

Vacation will not accrue during any leave in excess of 14 days except vacation or sick leave.

Vacation leave is considered a “use it or lose it” benefit. The number of hours in an employee’s vacation leave account cannot exceed an amount equal to one year’s accrual. In other words, the vacation hours credited to an employee’s vacation leave account at their anniversary must be used in the following twelve months or they will be lost.

The City Council recognizes that public service requirements sometimes create situations in which make taking vacation hours difficult. For that reason, an employee may request approval from the City Council to exceed this limitation for compelling and extenuating circumstances. Each request is unique and the approval by the City Council of one request shall not obligate it to approve any subsequent requests. The City will not purchase vacation credit without the approval of the Council.

After the first year of employment, the City will provide vacation benefits to its regular part-time employees in an amount equal to the average number of hours the part-time employee works each week. For example, a part-time employee working 20 hours per week will earn 20 hours of vacation credited to their vacation leave account, and a part-time employee working 24 hours per week will earn 24 hours of vacation leave. This benefit does not increase with seniority. Vacation leave is earned and credited to the employee’s vacation leave account only on the first of the month following the anniversary of their employment.

////

////

////

AND BE IT FURTHER RESOLVED THAT:

Every city employee shall be notified in writing of this policy clarification and shall have until January 1, 2012 to come into full compliance with the limitations on vacation accrual. Any employee who believes he or she cannot comply by January 1, 2012 may make a written request of the City Council for an additional period of time not to exceed six months in which to comply or payment for accrued vacation currently on the books but in excess of the guidelines or a combination of payment and additional time. The decision of the City Council in the matter shall be final and its decision on one employee request will not create any requirement that it treat subsequent requests identically.

ADOPTED by the Aurora City Council at a City Council meeting held on Tuesday, April 12, 2011. This resolution is effective April 12, 2011.

Dated this 12 day of April, 2011.

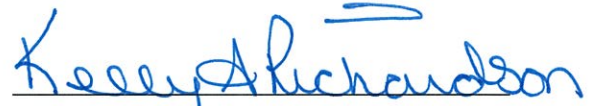
APPROVED AS TO FORM:

City Attorney



Jim Merow, Mayor

ATTEST



City Recorder