

Sec. 2-112. - Annual leave.

- (a) Officers and full-time regular employees of the city shall accrue annual leave in accordance with the schedule listed below.

General Employees			
Service Months	Hourly Amount	Pay Period Amount	Annual Amount
0—60	0.0542	4.336	112.736
61—108	0.0577	4.616	120.016
109—168	0.0658	5.264	136.864
169—228	0.0733	5.864	152.464
229—999	0.0808	6.464	168.064

Fire Suppression Employees (27-day cycle)			
Service Months	Hourly Amount	Pay Period Amount	Annual Amount
0—60	0.0614	6.5084	169.2184
61—108	0.0653	6.9218	179.9668
109—168	0.0745	7.8970	205.3220
169—228	0.0832	8.8192	229.2992
229—999	0.0914	9.6884	251.8984

Annual leave earned will be credited per pay period. When an officer or employee does not work (or take accrued leave for) a full schedule during a pay period, the annual leave accrued for that period shall be calculated by multiplying the applicable hourly amount above by the number of hours the employee worked or took accrued leave during the period. Officers and employees will have an accounting of their annual leave printed on their pay check stubs.

- (b) Annual leave may be taken at any time with the written approval of the department head concerned. During the period of December 16 through December 31, department heads shall not take annual leave except with the prior written approval of the city manager or his designee.
- (c) Annual leave taken shall only be charged against the normal working days of the officer or employee concerned.
- (d) All annual leave taken must be reported to the finance department at the end of each period, and such shall be deducted from the leave account of the person taking such leave.
- (e) The amount of annual leave which any officer or employee is granted may be accumulated and carried over from year to year; provided, however, that all accumulated unused annual leave in excess of 44 days of annual leave entitlement remaining in the leave account of the officer or employee as of December 31 of each year shall be automatically canceled on that date.
- (f) If any officer or employee leaves the service of the city after giving reasonable notice of his intention to do so, he shall be entitled to terminal leave pay; provided, however, if he is dismissed for personal delinquency or if he resigns in the face of dismissal or other disciplinary action, he may forfeit his right to terminal leave pay. Terminal leave pay shall not exceed 44 days of annual leave entitlement or the actual number of leave days in the leave account of the officer or employee, whichever is less.
- (g) The council shall have the right to vary the application of subsection (f) of this section in establishing

conditions of employment for officers and employees appointed by the council. This provision shall be applicable to all contracts of employment heretofore or hereafter made.

- (h) Constitutional officer and city council positions are not eligible for annual leave under this section.
- (i) The city manager is authorized to promulgate policies and procedures governing the granting and administration of annual leave and the compensation of employees while on leave, and otherwise implementing the provisions of this section.

(Code 1988, § 2-112; Ord. No. 1995-45, § 1, 4-25-1995; Ord. No. 2017-06, § 1, 1-24-2017)