



### 5.1.3 VACATION TIME FOR CIVILIAN EMPLOYEES

Each full-time civilian employee shall be granted a minimum accrual of an annual vacation of not less than 10 working days with full pay, depending on hours worked. Vacation time is accrued at the end of the month following 30 days of employment.

No more than 10 working days (80 hours) of vacation may be carried over from one year to the next without prior written approval of the employee's department head (with a year here meaning the period of time beginning on the employee's hire date in one year and ending on the employee's hire date the following year). Accrued vacation days not taken within this time period or carried over shall be deemed used.

Accrued vacation time will be paid to the employee if the employee leaves the employment of the city.