

**Section 802 - Vacation Leave**

**Election of Traditional Vacation/Sick or PTO Benefit Option:** New employees hired between (implementation date of the City's Paid Time Off (PTO) program will be input here) and June 30, 2018 shall be allowed to opt in to either the PTO program outlined in Sections 814 (Paid Time Off Program) and Section 815 (Paid Time Off Donation Program) or the traditional vacation/sick leave program which includes all benefits outlined in Sections 802 (Vacation,) 803 (Sick Leave,) 804 (Family Sick Leave) and 805 (Sick Leave Incentive Program.) The selection will be made upon hire and, once made the employee will remain in the selected program throughout their career with the City of Casa Grande. Prior to June 30, 2018 this program will be revisited for a decision regarding the continuation of the PTO program for new hires and whether choice will continue to be offered to newly hired employees beyond that date.

Vacation leave is provided to regular employees of the City on the following accrual schedule:

**ALL EMPLOYEES EXCEPT FIRE SERVICE EMPLOYEES WORKING 24-HOUR SHIFTS:**

1 month through 5 years service.....8 hours per month  
5 years through 10 years service.....12 hours per month  
10 years through 15 years of service....16 hours per month  
15 or more years service.....20 hours per month

**FIRE SERVICE EMPLOYEES WORKING 24-HOUR SHIFTS EMPLOYED AS OF 6/30/06:**

1 month through 5 years service.....12 hours per month  
5 years through 10 years service.....18 hours per month  
10 years through 15 years of service....24 hours per month  
15 or more years service.....30 hours per month

**FIRE SERVICE EMPLOYEES WORKING 24-HOUR SHIFT EMPLOYED AFTER 7/1/06:**

1 month through 5 years service.....11.2 hours per month  
5 years through 10 years service.....16.8 hours per month  
10 years through 15 years of service....22.4 hours per month  
15 or more years service.....28 hours per month

Upon completion of the initial six-month probationary period (or six months of service in the case of public safety employees serving a one-year probationary period), vacation leave may be taken subject to available accrued leave. Employees who work less than 1,040 hours per year shall not accrue vacation time. Employees who work less than full time but more than 1,040 hours per year shall accrue vacation time on a prorated basis as determined by the Personnel Officer.

Accrued vacation leave may be carried over from year to year, subject to an accrual limitation. That is, on the last day of the pay period which includes March 31<sup>st</sup> of each year, all vacation leave accrued in excess of the amount of vacation leave which could be earned in 18 months of service shall be forfeited by the employee. Holidays are not counted toward vacation days.

Employees who have satisfactorily completed the initial probationary period and who terminate employment shall be paid for all accrued vacation leave. Vacation leave shall be scheduled by the department with due regard to the requirements for service delivery and the employee's wishes. Requests for vacation leave shall be made by the employee far enough in advance to allow planning for the absence.

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