

**Policy Manual
Vacation Benefit
City of Weiser, Idaho**



Vacation Benefit

The City of Weiser believes in fostering a work environment that encourages professional growth and also recognizes the importance of a work-life balance. The City's Vacation Benefit is designed to provide full-time employees with the opportunity to recharge, rejuvenate, and spend quality time away from work.

This policy reflects the City's commitment to promoting a work environment that acknowledges the value that paid time away from work contributes to well-being and productivity. The City encourages all full-time employees to use vacation benefits outlined in this policy.

The use of "employee" in this policy and the procedures refers to all individuals who are governed, affected, and utilize the material as a part of their employment with the City of Weiser.

If there is an issue it should be reported to the Human Resources Representative/City Clerk or the Mayor.

Guidelines & Procedures

I. Purpose

Full-time employees accrue vacation days based on their length of service and employment status. Vacation days are accrued per month. Regular full-time employees that work an average 40 hour workweek accrue paid vacation time based on the following schedule:

Current Benefit:

Year 1:

Vacation accrues at 3.34 hours per month during the first year of employment however the vacation leave benefit is not effective until the start of the employee's second year. Note: Vacation leave accrual is lost if the employee does not complete the first 90 days of employment.

Proposed Benefit:

Year 1:

Vacation accrues at 3.34 hours per month (5 days on a yearly basis) which a portion can be taken starting at 6 months of employment. Employees wishing to take two full weeks of vacation at the beginning of their second year should consider not taking any vacation in year one. Note: Vacation leave accrual is lost if the employee does not complete the first 90 days of employment.

Current Benefit:

Years 2 – 10:

Vacation hours accrue at 6.68 hours per month (10 days on a yearly basis) to be taken after the anniversary date of hire. This accrual rate will go into effect starting the first day after the second year of employment.

Proposed Benefit:

Years 2 – 6:

Vacation hours accrue at 6.68 hours per month (10 days on a yearly basis) to be taken after the anniversary date of hire. This accrual rate will go into effect starting the first day after the second year of employment.

Current Benefit:

Years 11 – 15:

Vacation will accrue at 10 hours per month (15 days on a yearly basis) to be taken after the time is earned. This accrual rate goes into effect the first day starting with the eleventh anniversary.

Proposed Benefit:

Years 7 – 15:

Vacation will accrue at 10 hours per month (15 days on a yearly basis) to be taken after the time is earned. This accrual rate goes into effect the first day starting with the seventh anniversary.

Years 16+:

Vacation will accrue at 13.33 hours per month (20 days on a yearly basis). This accrual rate goes into effect the first day of the sixteenth anniversary.

II. Requesting Vacation Time

Vacations shall be requested and approved at least ten working days prior to desired start of vacation, if possible. Employees are asked to make vacation requests in advance to facilitate smooth workflow planning. Approval is subject to departmental needs, and reasonable efforts will be made to accommodate requests.

III. Use Vacation Time

All vacation time must be taken before the next anniversary date and cannot be carried over.

IV. Unused Vacation Paid Out Upon Termination

Vacation leave may be converted to pay upon dismissal, resignation, or retirement. Vacation benefits will be converted by calculating the employee's hourly pay at conversion time.