VIII. VACATIONS

8.1   FULL-TIME REGULAR EMPLOYEES. Full-time regular employees shall accrue and use vacation or annual leave at the following rates:

Length of Continuous Service	Earned Monthly	Annual Total	Annual Mandatory Time Off
0 through the 3rd year	8.67 hours	104 hours	40 hours
4th year through 7th year	12.67 hours	152 hours	80 hours
Start of the 8th year	16.67 hours	200 hours	120 hours

Vacation Rate for Returning Employees.   For the purpose of accruing leave credit, reinstated regular full-time and part-time regular employees shall have their previous years of service credited minus each year the employee is not a full time or part-time regular employee with the City and Borough of Sitka.

8.2   PART-TIME REGULAR EMPLOYEES.   Part-time regular employees shall accrue vacation on a ratio of the hours they work to a forty (40) hour week.

8.3   DELETED

8.4   RESERVED

8.5   WHILE ON LEAVE-WITHOUT-PAY STATUS.   Effective the fourth consecutive day of leave-without-pay status, vacation time will not accrue while an employee is on leave-without-pay. This provision does not affect family leave or medical leave taken pursuant to statute.

8.6   SATURDAYS, SUNDAYS, AND HOLIDAYS.   While on vacation, Saturdays, Sundays, and holidays will not be considered as time taken on vacation, but only regular workdays will be counted as days taken on vacation.

8.7   PAY DURING VACATION. If payday falls during the vacation of an employee, he or she shall be entitled to receive at the beginning of the vacation the compensation due while on vacation.
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8.8   DEPARTMENT HEAD TO AUTHORIZE.   Vacation time shall be authorized by the Department Head and subject to approval of the Administrator

8.9   AT EXPIRATION OF SICK LEAVE. Vacation time may be taken for the illness or off-duty injury of an employee upon expiration of accumulated sick leave.

8.10   TERMINATION.   Accrued vacation leave will be paid to employees who voluntarily or involuntarily terminate after six (6) month's service, based on salary at date of termination.

8.11   MANDATORY TIME OFF. After the first year of service, employees shall take mandatory time off, and use their annual leave in the amounts set out in Sections 8.1 and 8.3. Employees who do not use their mandatory time off shall forfeit the remaining balance of the mandatory time off that they have not taken. No exceptions to these provisions shall be made except upon a showing of good cause and with prior approval of the Administrator..

8.12   ACCUMULATION LIMIT. Full-time regular employees may accumulate up to and including four hundred and eighty (480) hours of annual leave, inclusive of the current year's accrual as of June 30 of each year

8.13   <u>POSTING LEAVES</u>.   Employees may not use vacation time until the leave is earned.

8.14   <u>VACATION DURING THE FIRST SIX MONTHS OF EMPLOYMENT.</u> Vacation time shall not accrue and may not be taken prior to six (6) months of continuous satisfactory service, but after six (6) months of employment, vacation time shall accrue retroactive to date of employment.

In appropriate circumstances, the Administrator may, in his or her sole discretion, grant a probationary employee credit for leave which would have accrued had the employee not been on probation and allow the employee to use that leave.

In the event the probationary employee granted leave with pay leaves employment with the City and Borough of Sitka prior to satisfactory completion of probation, the employee shall reimburse the Municipality for the leave taken. The reimbursement shall be deducted from the employee's final paycheck or other sources.

8.15   <u>CONVERSION OF ANNUAL LEAVE TO CASH</u>. Each calendar year, an employee with more than one hundred and twenty (120) hours of accrued annual leave may receive payment for all or a part of annual leave in excess of one hundred and twenty (120) hours. The leave balance will be reduced accordingly. Such payment does not eliminate the mandatory use requirements defined in Section 8.11. There is a limit of two (2) such conversions per year. The Administrator has the authority to deny a request or approve exceptions.