



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

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CHAPTER: Employee Benefits

SUBJECT: Vacation Policy

POLICY NUMBER: 3.510

PAGES: 3

APPROVAL DATE: December 19, 1980

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DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office,
Finance Department

Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.

POLICY:

General: All vacations shall be based on the employee's anniversary date of hire, and shall be accrued according to the following schedule.

Non-Management Employees
6 months – 1 week vacation
1 year of service - 1 week vacation
2 years of service - 2 weeks vacation
7 years of service - 3 weeks vacation
13 years of service - 4 weeks vacation
20 years of service - 5 weeks vacation

Management Employees
6 months – 1 week
1 year of service - 3 weeks of vacation
10 years of service - 4 weeks of vacation

17 years of service - 5 weeks of vacation

Computation of Vacation Pay.

A weeks vacation pay shall be computed on the basis of a 40 hour week at the employees' normal rate of pay. Any changes in earning levels or length of service will require employees to earn pro-rated vacation benefits based upon actual months worked.

Requests for Vacation

All employees who are eligible for vacation shall submit their choices of dates to their immediate supervisor. The supervisor shall use their discretion and department/division specific procedure in approving vacations. The choice and length of the vacation may be changed by mutual agreement between the employee and the immediate supervisor.

Termination of Employment.

Non-probationary employees who give at least two weeks prior notice to quitting and employees whose service is being terminated due to discharge, death, or retirement shall receive all earned vacation based upon actual months of service. If an employees service is terminated before the (15th) of the month, he shall not receive credit for such month; however, if the termination occurs on or after the (15th) of the month, credit for a full month shall be credited toward the pro-rated vacation allowance.

A probationary employee who is terminated or resigns during the probationary period is not eligible for pro-rated vacation/holiday payout. In instances where an employee has used more than the pro-rated amount of personal holidays, the City will deduct this amount from the employee's last payroll check.

Minimum Vacation Length.

Employees minimum vacation period shall be one-half day

Length of Time to Use Vacation.

Vacation earned at six months of employment must be used within eighteen months of earning it (before the second anniversary date). If a new employee has not used their vacation earned at six months by their twelve month anniversary date, they will need to notify through their supervisor, the Administrative Assistant III in City Administration. Additionally, each day of vacation earned at six months and being taken beyond twelve months will need to be reported to the Administrative Assistant III in City Administration for a manual override. The employee should note that until the vacation earned at six months is used, their paystub showing vacation availability will be inaccurate. Vacation credits earned at twelve months and beyond must be used each year and shall not accumulate. In unusual circumstances the employee may make a written request through the immediate supervisor to the City Administrator for a limited extension.

Unused Vacation.

Unused vacation time shall be considered as time worked, and shall not be compensated. In rare occurrences, the city administrator has the sole discretion to approve vacation carry overs.

Records.

All employees will be required to maintain records of all absences on time cards or through department/division specific procedures. Employees are responsible to track their vacation balance which will be listed on their pay stub. If an employee has a question about the accuracy of the balance they should contact their supervisor.