



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

- 1. COMMON COUNCIL
- 2. ADMINISTRATIVE
- 3. **PERSONNEL**
- 4. FINANCIAL
- 5. PUBLIC WORKS
- 6. PARKS AND RECREATION

CHAPTER: Employee Benefits
 SUBJECT: Vacation Policy
 POLICY NUMBER: 3.510
 PAGES: 3
 EFFECTIVE DATE: May 1, 2019
 IMPLEMENTED: December 19, 1980
 REVISION DATES: 5/20/14; 10/20/16; 3/12/19
 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:

The City of Marshfield offers vacation leave to be used for rest, relaxation and to address personal matters for full-time employees and eligible regularly scheduled part-time employees. Employees are expected to take accrued vacation leave within the year beginning on the employee’s anniversary date. Vacation leave is earned over the course of a year and is eligible for use following the employee’s anniversary date. Because vacation leave is for rest, relaxation, and to address personal matters, no compensation is provided in lieu of use of accrued vacation except as provided herein when an employee separates from employment.

I. Vacation Schedule

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

Non-Exempt (Hourly) Employees
Upon hire – 1 week of vacation (up to 40 hours)
After 1 Year of Service – 2 weeks of vacation (up to 80 hours)
After 7 Years of Service – 3 weeks of vacation (up to 120 hours)
After 13 Years of Service – 4 weeks of vacation (up to 160 hours)
After 20 Years of Service – 5 weeks of vacation (up to 200 hours)

Exempt (Salaried) Employees
Upon hire – 2 weeks of vacation (up to 80 hours) After 1 Year of Service – 3 weeks of vacation (up to 120 hours) After 7 Years of Service – 4 weeks of vacation (up to 160 hours) After 15 Years of Service – 5 weeks of vacation (up to 200 hours)
Department and Division Heads
Upon Hire – 3 weeks of vacation (up to 120 hours) After 5 Years of Service – 4 weeks of vacation (up to 160 hours) After 13 Years of Service – 5 weeks of vacation (up to 200 hours)

II. Computation of Vacation Pay

A week's 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. Regularly scheduled part-time employee's vacation is based on their FTE status. Example: If an employee is a 0.6 FTE, the employee will earn 6/10th of the vacation schedule.

III. 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 unilaterally by the immediate supervisor or by mutual agreement between the employee and the immediate supervisor.

IV. Vacation Payout at Termination of Employment

An employee who resigns or is terminated in his or her first year of employment or a probationary employee who is terminated or resigns during the probationary period is not eligible for a payout of prorated vacation or holiday leave.

A non-probationary non-exempt employee who gives at least two weeks' prior notice of resignation or retirement and remains employed for that full period is eligible to receive a payout of the employee's accrued but unused vacation leave.

A non-probationary exempt employee or division/department head who gives at least four weeks' prior notice of resignation or retirement and remains employed for that full period is eligible to receive a payout of the employee's accrued but unused vacation leave.

Failure to provide this notice or failing to remain employed the full period will result in the employee not being eligible for a payout of the leave, as vacation has no cash value; the employee is entitled to no compensation for unused vacation.

An employee whose service ends due to death will receive a payout of the employee's accrued but unused vacation leave.

An employee who is discharged for a violation of City policies, rules, or expectations of conduct is not eligible for payout of the employee's accrued but unused vacation leave, as vacation has no cash value; the employee is entitled to no compensation for unused vacation.

V. Minimum Vacation Length

Non-Exempt employee's minimum vacation period shall be in one-hour increments. Supervisors may require a higher minimum vacation period based on business needs. Exempt employees will continue to utilize vacation in ½-day increments though deduction of vacation balances as allowable by the Fair Labor Standards Act.

VI. Length of Time to Use Vacation/Vacation Carry Over

Vacation is intended to be used for rest, relaxation, and to attend to personal matters each year before the employee's next anniversary date; however, the City realizes this is not always possible. Employees may carry over a maximum of 40 hours of unused vacation time per year. Any additional unused vacation is not eligible for carryover and is no longer accrued or earned and is not subject to payout.

VII. 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 earnings statement. If an employee has a question about the accuracy of the balance, they should contact their immediate supervisor.