

CITY OF SAINT PAUL
VACATION USE AND CARRYOVER POLICY
September 13, 2011; Revised March 1, 2012

VACATION USE POLICY

City employees who are eligible to earn vacation accrue a certain amount of vacation each pay period as specified in their collective bargaining agreement or the Salary Plan and Rates of Compensation, Section G. Effective December 17, 2011, employees may use vacation only after it has been earned. Employees may not borrow vacation time against future accruals unless approved by the Department Director and the Human Resources Director. Vacation scheduling will be subject to approval by the employee's supervisor. If the employee leaves City employment with a negative vacation balance, the value of the unearned paid vacation shall be deducted from the employee's final paycheck(s). This policy applies to all employees unless otherwise noted below.

Vacation Use Policy for ECC Employees and Sworn Employees in Fire and Police

On January 1st of each year, ECC employees and sworn employees in Fire and Police will be able to use the total amount of their annual vacation eligibility for that year, including unearned vacation, for purposes of bidding and scheduling their vacations. Vacation scheduling will be subject to approval by the employee's supervisor. If the employee leaves City employment with a negative vacation balance, the value of the unearned paid vacation shall be deducted from the employee's final paycheck(s).

VACATION CARRYOVER POLICY (applies to all City employees)

Unless superseded by bargaining unit contract, pursuant to the Salary Plan and Rates of Compensation, Section G, employees may be allowed to carry over a maximum of 120 hours of accrued vacation into the following year. Any vacation hours over 120 will be forfeited on January 1 of the following year. Directors may approve additional carryover only for emergency reasons or very unusual situations with the approval of the Human Resources Director. All additional vacation approved for carry over must be used by March 31st or the time will be forfeited. There will be no exceptions to this rule.

The Department or Office Director is responsible for communicating any vacation carryover approvals to their payroll specialist and payroll manager prior to December 31st each year.

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Employees who have questions concerning this policy should direct them to their Supervisor or Department Head or Human Resources at (651) 266-6500.