



Personnel Manual Update

March 23, 2023

Current System

Vacation Leave Bank – 80 hour per pay period employees

Years of Credited Service	Maximum Annual Accrual	Hours Accrued Per Pay Period
≤ 2 years	128 hours / 16 days	4.92
>2 and ≤ 5 years	168 hours / 21 days	6.46
>5 years	208 hours / 26 days	8.00

Vacation Leave Bank – 84 hour per pay period employees

Years of Credited Service	Maximum Annual Accrual	Hours Accrued Per Pay Period
≤ 2 years	134 hours / 17 days	5.16
>2 and ≤ 5 years	176 hours / 22 days	6.77
>5 years	218 hours / 27 days	8.39

Option “B”

Vacation Leave Bank – 80 hour per pay period employees

Years of Credited Service	Earned Annually	Vacation Hours Accrued Per Pay Period
0-2 years	80 hours / 10 days	3.08
2-5 years	120 hours / 15 days	4.62
5-8 years	160 hours / 20 days	6.15
8+ years	200 hours / 25 days	7.69

Years of Credited Service	Earned Annually	Vacation Hours Accrued Per Pay Period
0-2 years	80 hours / 10 days	3.08
2-5 years	80 hours / 10 days	3.08
5-8 years	80 hours / 10 days	3.08
8+ years	80 hours / 10 days	3.08

Option “B”

Vacation Leave Bank – 84 hour per pay period employees

Years of Credited Service	Earned Annually	Vacation Hours Accrued Per Pay Period
0-2 years	139 hours / 17 days	5.33
2-5 years	182 hours / 23 days	7.01
5-8 years	226 hours / 28 days	8.70
8+ years	270 hours / 34 days	10.38

Years of Credited Service	Earned Annually	Vacation Hours Accrued Per Pay Period
0-2 years	80 hours / 10 days	3.08
2-5 years	80 hours / 10 days	3.08
5-8 years	80 hours / 10 days	3.08
8+ years	80 hours / 10 days	3.08