

RESOLUTION NO. 48

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE,
WASHINGTON, AMENDING RESOLUTION NO. 33
ESTABLISHING PERSONNEL POLICIES & PROCEDURES,
AMENDING SECTION 7.01 RELATING TO VACATION LEAVE.**

WHEREAS, the City of University Place adopted Resolution No. 33 on July 24, 1995 establishing policies and procedures relating to human resource administration, including general employment practices, policy administration, attendance, compensation and performance review, benefits, employee responsibilities and conduct, training, and discipline and termination; and


WHEREAS, the City Council wishes to amend these Personnel Policies and Procedures as guidelines for City employees;

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:**

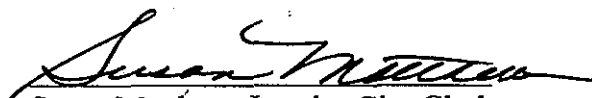
Section 1. Vacation. Section 7.01, entitled "Vacation," of the Personnel Policies and Procedures is amended is shown on Attachment A, included by reference as part of this resolution.

Section 2. Effective Date. This Resolution shall take effect immediately upon signing.

ADOPTED BY THE CITY COUNCIL ON AUGUST 21, 1995.


Stanley L. K. Flemming, Mayor

Attest:


Susan Matthew, Interim City Clerk

LEAVES

7.01 VACATION

Each regular full-time employee is entitled to vacation leave as follows:

<i>Years of Employment</i>	<i>Vacation Hours Earned</i>
0 - 4 years	8 hours/month (12 days)
5 - 9 years	10 hours/month (15 days)
10 -14 years	12 hours/month (18 days)
15 -19 years	14 hours/month (21 days)
20+ years	15.3 hours/month (23 days)

Vacation is earned beginning with the first full month of employment. Vacation hours are credited at the completion of each pay period. Employees are eligible to use earned vacation after six (6) months of employment. Regular part-time employees earn vacation on a pro-rated basis. Temporary employees are not eligible for vacation leave.

Department heads are responsible for scheduling employee vacations without disrupting department and City operations. As a general guideline, leave requests of one week or more duration should be submitted in writing thirty (30) days in advance.

Vacation Accrual Maximum: Employees are encouraged to use vacation in the year it is earned. The maximum vacation that an employee may accrue is 184 hours. Any hours earned above the maximum will not be accrued and will be lost to the employee. Where City operations make it impractical for an employee to use his/her vacation time, the City Manager may authorize additional accruals.

Previous Relevant Service: On recommendation of the City Manager, subject to the approval of the City Council, an employee's years of service for vacation accrual purposes may be calculated based on previous relevant service (up to 50% credit may be given for related career service). The maximum annual vacation accrual based on combined years of City service and previous relevant service may not exceed 23 days per year.