



**CITY OF PROVIDENCE
DEPARTMENT OF HUMAN
RESOURCES
ADMINISTRATIVE POLICY**

VACATION LEAVE

This administrative policy does not modify existing collective bargaining agreements (CBA) vacation language, however, the application of the CBA vacation language shall be adhered to in conjunction with this administrative policy document.

General

City of Providence employees shall accrue vacation leave as provided in this Policy. Vacation time shall be accrued weekly in hours in conformity with the payroll period. Any vacation time accrued may be taken by an employee in accordance with procedures established by this Policy and department rules.

**Persons not Entitled to
Vacation Benefits**

No person employed as a consultant or expert on a contract basis, employed on a seasonal basis, or temporarily employed in a non-budgeted position shall accrue vacation leave.

**Basis for Computing
Vacations**

Annual vacation leave for employees shall be computed on the basis of time actually served. The rate that vacation leave accrues shall depend upon the number of years of total service for the City as a permanent employee. If in a calendar year an employee will have attained the following number of years of total service, then beginning on the employee's anniversary date of that year, the employee's vacation leave shall accrue at the rate indicated in the following appropriation schedules. Schedule for full-time personnel:

**Vacation Appropriation
Schedule – Full-Time
Employees Non-Union
Civilian Workforce
Working 35-Hour Schedule**

Total Years of Service	Vacation Weeks Per Year
6-months	5 working days
1 up to 5	15 working days, hired before -7/87
1 up to 5	10 working days, hired after-7/87
5 up to 10	15 working days
10 up to 15	20 working days
15 or more	25 working days

Each employee shall be allowed to carry over earned vacation time but not used in the calendar year in which it is scheduled to be taken to a maximum accumulation of five (6) weeks or thirty (30) working days.

Vacation Appropriation

Total Years

Vacation

**Schedule – Local 1033
Members
(35/40 hour work-week)**

of Service	Weeks Per Year
0 to 1	5 working days
1 up to 5	15 working days, hired before -7/87
1 up to 5	10 working days, hired after-7/87
5 up to 10	15 working days
10 up to 15	20 working days
15 or more	25 working days

Each member shall be allowed to carry over earned vacation time but not used in the calendar year in which it is scheduled to be taken to a maximum accumulation of six (6) weeks or thirty (30) working days. (See collective bargaining agreement for more details) *This administrative policy does not modify existing collective bargaining agreements (CBA) vacation language regarding vacation banks.

**Vacation Appropriation
Schedule - Local 799
International Association of
Firefighters**

All members shall be entitled to vacation time during the calendar year in accordance with the following schedule:

Total Years of Service	Vacation Weeks Per Year
0 up to 1	8 working days
1 up to 9	16 working days
10 up to 14	20 working days
15 or more	24 working days

Each member shall be allowed to carry over earned vacation time but not used in the calendar year in which it is scheduled to be taken to a maximum accumulation of six (6) weeks or twenty-four (24) working days. (See collective bargaining agreement for more details) *This administrative policy does not modify existing collective bargaining agreements (CBA) vacation language regarding vacation banks.

**Vacation Appropriation
Schedule – Providence
Lodge No. 3 Fraternal
Order of Police**

All members who were hired **prior to September 1, 2001** shall be entitled to the following paid annual vacation allotment:

Total Years of Service	Vacation Weeks Per Year
0 to 1	15 calendar days
2 up to 10	18 calendar days
10 up to 14	23 working days
15 or more	28 working days

Vacation Appropriation

All members who were hired on or **after to September 1, 2001** shall be entitled to the

**Schedule – Providence
Lodge No. 3 Fraternal
Order of Police**

following paid annual vacation allotment:

Total Years of Service	Vacation Weeks Per Year
0 to 1	6 calendar days
2 up to 3	10 calendar days
3 up to 4	15 calendar days
4 up to 9	18 calendar days
10 up to 14	23 calendar days
15 or more	28 calendar days

All members may accumulate up to six (6) calendar weeks or thirty (30) days; accumulated vacation time may, at the option of the member, be taken in subsequent years or may be taken prior to retirement. (See collective bargaining agreement for more details)

Total Service

As used in this administrative policy, total service:

1. Includes time taken while on leave of absence without pay for military service or Family Medical Leave;
 2. Includes time under part-time permanent appointment considered upon permanent appointment to City service,
 3. Includes any continuous absence because of injury in the line of duty. For employees in the Fire Department, Rescue and Emergency Services and in the Police Department, total service shall include any time on a leave of absence because of occupational or service-connected disability approved by the Fire and Police departments.
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**Time Annual Vacation May
Be Taken**

Vacation credits shall accumulate from the first day of employment. Vacation may be used:

1. for non-union employees, after continuous employment for six (6) months;
2. for employees represented in collective bargaining, after continuous employment for six (6) months.

Under normal conditions, employees are expected to take their vacation in the calendar year following the year in which credits were earned. Vacation credits in excess of one year's earnings may be accrued. However, the total number of weeks accrued at the end of the first pay period in January of any year cannot exceed an employee's vacation accrual for the preceding 12-month period.

Vacation Leave Approvals

All request for vacation leave must be approved in advance. Vacation leave shall not be used as a substitute for other types of leave that have been exhausted without written prior approval from the department director and the Director of Personnel.

**Employment While on
Vacation**

While on vacation, City employees shall not perform service for the City for compensation in any other capacity.

Transferred Employee

When an employee is transferred permanently by promotion or otherwise from one department to another, the employee's vacation shall become the obligation of the department to which the employee transfers. Postponed holidays shall be treated in the same manner as accrued vacation.

Donation of Vacation Leave

An employee, having a minimum of six (6) months of city service, may voluntarily donate vacation leave in accordance with the Catastrophic Medical Leave policy and approval by the Director of Personnel.

Separation from Service

All accrued, unused vacation shall be paid out, as part of the final paycheck due on the next regular pay day and payable at the usual place of payment or the Personnel Department, to an employee who leaves City service for any reason (R.I.G.L. 28-14-4). Vacation accrual stops on the employee's termination date. City employee's shall not be allowed to extend their termination date of service nor their retirement date of services from City of Providence employment, through the utilization of any vacation leave accrued and/or banked.

**Administrative Policy
History**

Adopted April 1999 Effective March/April 2003 for CBA employees.
Revised: March 4, 2003 – ana
