

III. TIME OFF BENEFITS

A. VACATION

1. Accrual

All full-time, regular employees will accrue vacation leave on a per pay period basis as follows, with the exception of Fire Medical personnel working 24 hour shifts:

Years of Service	Total Hours per Year
First through Fifth	96
Sixth through Tenth	128
Eleventh through Fifteenth	152
Sixteenth through Twentieth	176
Twenty-First through Twenty-Fifth	192
Twenty-Sixth and above	200

Fire Medical personnel working 24 hour shifts will accrue vacation leave on a per pay period basis as follows:

Years of Service	Total Hours per Year
First through Fifth	144
Sixth through Tenth	192
Eleventh through Fifteenth	216
Sixteenth through Twentieth	240
Twenty-First through Twenty-Fifth	264
Twenty-Sixth and above	288

Part-time regular employees accrue vacation on schedules proportionate to full time regular as listed below.

Years of Service	Total Hours per Year
First through Fifth	64.4
Sixth through Tenth	85.8
Eleventh through Fifteenth	101.9
Sixteenth through Twentieth	118.0
Twenty-First through Twenty-Fifth	128.7
Twenty-Sixth and above	134.0

2. Accumulation

Vacation leave credit begins accumulating from the employee's date of employment in an eligible status. Vacation time can only be accumulated to 320

hours. Fire Medical personnel working 24-hour shifts can accumulate to 448 hours. Vacation time will not accrue during a leave of absence without pay for periods of more than two weeks.

3. When Taken

No vacation leave may be taken by an employee until the initial performance trial period has been completed. Fire Medical may begin to use accrued vacation upon appointment to a full-time, regular position. Part time regular employees are paid only for the number of hours they would normally be scheduled to work during the vacation period. Requests for vacation leave should be submitted to your supervisor according to departmental policy. Leave will be approved by the Department Director or designee considering operating requirements and the request of employees.

Exempt employees will record vacation leave usage in full day or half day increments. When working a half day or less, exempt employees will be required to use a half day of vacation leave. Exempt employees that work more than half a day will not be required to use vacation leave. At the sole discretion of the Department Director "other paid time off" may be substituted for vacation leave in special circumstances when the employee has worked a large amount of hours during the workweek or pay period when vacation is scheduled.

4. Holiday or Illness during a Vacation

When a regularly scheduled holiday occurs during the period of vacation, it will not be counted as vacation leave. There will be no additional allowance of vacation time for illnesses occurring while on vacation leave.

5. Payment at Separation

Any employee who separates from service through resignation, reduction in force, termination, retirement, or death shall be compensated for all unused vacation leave accumulated at the regular rate of pay at the time of separation. Employees separated prior to completion of the initial first six months of regular employment with the city will not be paid for vacation leave.

Vacation Addendum

1. Due to the COVID pandemic of 2020 through the first part of 2021, many employees did not have an opportunity to utilize vacation leave provided by the City and therefore were “losing:” vacation hours because of the maximum accumulation. By City Commission action on September 15, 2020, the cap on vacation maximum was temporarily suspended. The Commissioners desire to be good stewards of City funds and have therefore decided to place the maximum accumulation cap on vacation as stated in Section 2 of the Vacation policy. However, so that employees are afforded an opportunity to use vacation leave, a “bank” of time will be established to track these hours. Excess vacation hours shall be transferred into this bank.
2. The “bank” of hours will be referred to as Excess Leave Bank.
3. Starting June 6, 2021, employees that have in excess of 330 hours for employees working 24-hour shifts and 240 hours for all other employees shall have the number of hours transferred to the Excess Leave Bank to reduce the employee’s vacation balance to the aforementioned levels in this section.
4. The employee may use this bank in accordance with the City’s policy on vacation leave usage with all rights of approval reserved to the City. Employees are encouraged to use the leave in the Excess Leave Bank in an expedited manner while being cognizant of their maximum accumulation on vacation leave accumulation.
5. An employee may request payout of a portion or all of the Excess Leave Bank at any time. The request may be made through the employee’s appropriate channel. The City, at its sole discretion, may pay none, a portion of the request or all of the request. The balance will be reduced by an equivalent number of hours. Nothing in this section provides authorization to violate the Kansas cash basis law.
6. The City, at its sole discretion, may pay a portion or the entire leave balance at any time.
7. The use of the leave in the Excess Leave Bank nor any payout of leave shall count towards regular hours for the computation of overtime.
8. The excess leave bank shall be paid out upon separation of service.
9. All payments will be paid using the mandatory withholdings and voluntary withholdings in effect at the time payment is made. The determination of KPERS withholding will be made at the time of payout depending on the KPERS rules in effect at the time the payout and the employee’s membership status.