

VACATION LEAVE

Basic Accrual

Effective January 1, 2002, each full-time regular employee shall earn vacation leave on a monthly basis in accordance with the following schedule of continuous City of Asheboro service. Periods of 15 calendar days or less during one month shall not be counted, but a period of 16 days or more shall count as a whole month for purposes of calculating leave under this section.

Years of Service	40 Scheduled Hours Per Week Employees	OVER 40 Scheduled Hours Per Week Employees
Less than 5 years	8 hours	10 hours
5, but less than 10 years	10 hours	12 hours
10, but less than 20 years	12 hours	14 hours
20 or more years	14 hours	16 hours

Maximum Accumulation

Vacation leave may be accumulated without any applicable maximum until December 31 of each calendar year. On December 31, any employee with more than 240 hours of accumulated leave shall have the excess accumulation converted to sick leave so that only 240 hours are carried forward to January 1 of the next calendar year.

Manner of Taking

Employees shall be granted the use of earned vacation leave upon request and at those times designated by their supervisor which will least obstruct normal operations of the division or department. Notwithstanding any other provision in this section, the city manager may suspend any previously approved vacation leave when, in the discretion of the city manager, the city is confronting events or circumstances that require the utilization of extraordinary measures and operations by city forces in order to provide the level of service expected of the city. This authority to suspend vacation leave shall not be construed as placing any employee "on-call." Unless an employee is subject to an on-call policy implemented in the regular course of business by a division or department of the city, the city manager's authority to suspend vacation leave does not require employees to remain on the city's premises or in close proximity to city facilities. Under this provision, an employee's obligation is to have accurate contact information on file with the human resources department so that he or she can be reached when not working and advised to return to work as soon as is practicable. This authority to suspend vacation leave is inapplicable to employees who are using vacation leave as part of an approved FMLA leave or during the 7-day waiting period prescribed by the North Carolina Workers' Compensation Act.

Terminal Pay – Voluntary Separation

An employee who voluntarily separates from employment shall be paid for vacation leave accumulated to the date of separation, not to exceed a maximum of 240 hours provided that the resigning employee gives and works the proper notice, separates in good standing, and returns all city issued property on or prior to the last day worked. Notice requirements and good standing are defined in the Separations and Reinstatements Article or this handbook.

Terminal Pay – Involuntary Separation

When an employee is involuntarily separated from employment, the vacation leave accrual payment is forfeited unless the city manager authorizes a waiver of this provision. Such a waiver will only be granted when the city manager determines, in his sole discretion, that such action is in the best interest of the city.

Death Payment

Upon the death of an employee, compensation for accumulated vacation leave, if any, shall be paid to the estate.