

ARTICLE 25

VACATION

Section 25.1 Each employee shall be eligible for vacation time based on length of continuous service with the City and in accordance with the following schedule:

Years of Continuous Service	Number of Work Days
One (1) year through five (5) years	15
Six (6) years through twelve (12) years	20
Thirteen (13) years through nineteen (19) years	25
Twenty (20) years or more	30

Section 25.2 Vacation time will be taken during a vacation year starting January 1 and ending December 31.

Section 25.3 As of January 1 of each calendar year, employees will be eligible for the number of workdays indicated above that is associated with their years of continuous service.

Section 25.4 A vacation schedule shall be posted by November 1 of each year for the following year. Employees shall select their vacations by December 1. The vacation schedule for the New Year shall be posted on or before January 1.

Section 25.5 Vacation changes must be submitted in writing and approved by the Chief of Police or his/her designee.

Section 25.6 Vacation time must be used during the calendar year in which it is credited unless approved by the Chief of Police or his/her designee.

Section 25.7 Up to five (5) work days of vacation time may be taken one day at a time contingent upon forty-eight (48) hours notice to the Employer and adequate staffing availability.