

ARTICLE 24

**VACATION-NEW HIRES
JANUARY 1, 2000**

Section 24.1 Effective January 1, 2000, each newly hired 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
After one (1) year (two (2) days of which may be taken after six (6) months of service)	5
Two (2) years through three (3) years	10
Four (4) years 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 24.2 Vacation time will be taken during a vacation year starting January 1 and ending December 31.

Section 24.3 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 24.4 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 24.5 Vacation changes must be submitted in writing and approved by the Chief of Police or his/her designee.

Section 24.6 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 24.7 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.