

**CPPW makes the following proposal on VACATIONS on October 30, 2024. CPPW reserves the right to modify or adjust as negotiations continue so long as no TA has been reached.**

**VACATIONS**

**Section 1, Accrual.** All employees shall receive vacation leave with pay as follows:

- (a) Annual vacation leave for employees shall be computed based on all time in pay status during each calendar year. The rate that annual vacation leave accrues shall depend upon the number of years total service for the City, whether or not total service was broken. Beginning with January 1, of the year in which a full-time employee reaches the following service anniversaries, vacation leave shall accrue at the following rate listed on the next page:

| <b>Years of Service</b> | <b>Days/Year based on 8-hour workday</b> | <b>Hours/Year</b> | <b>Hours/Bi-Weekly Pay Period</b> |
|-------------------------|--|-------------------|-----------------------------------|
| 0                       | 14                                       | 112.06            | 4.31                              |
| 1                       | 14.5                                     | 116.22            | 4.47                              |
| 2                       | 15                                       | 120.12            | 4.62                              |
| 3                       | 15.5                                     | 124.02            | 4.77                              |
| 4                       | 16                                       | 128.18            | 4.93                              |
| 5                       | 16.5                                     | 132.08            | 5.08                              |
| 6                       | 17                                       | 136.24            | 5.24                              |
| 7                       | 17.5                                     | 140.14            | 5.39                              |

|     |      |        |      |
|-----|------|--------|------|
| 8   | 18   | 144.04 | 5.54 |
| 9   | 18.5 | 148.2  | 5.70 |
| 10  | 19   | 152.1  | 5.85 |
| 11  | 19.5 | 156    | 6.00 |
| 12  | 20   | 160.16 | 6.16 |
| 13  | 20.5 | 164.06 | 6.31 |
| 14  | 21   | 168.22 | 6.47 |
| 15  | 21.5 | 172.12 | 6.62 |
| 16  | 22   | 176.02 | 6.77 |
| 17  | 22.5 | 180.18 | 6.93 |
| 18  | 23   | 184.08 | 7.08 |
| 19  | 23.5 | 188.24 | 7.24 |
| 20  | 24   | 192.14 | 7.39 |
| 21  | 24.5 | 196.04 | 7.54 |
| 22  | 25   | 200.2  | 7.70 |
| 23  | 25.5 | 204.1  | 7.85 |
| 24  | 26   | 208    | 8.00 |
| 25  | 26.5 | 212.16 | 8.16 |
| 26+ | 27   | 216.06 | 8.31 |

(b) Employees who share a budgeted full-time position and serve for thirty-six (36) hours in each pay period shall be allowed one-half the accrual rates outlined in subsection (a) above. The rate that annual vacation accrues shall depend upon the number of years of total service for the City, whether or not total service was broken. Progression to higher accrual rates will occur beginning with January 1 of the year in which

the employee reaches the service anniversaries listed in (a) above.

(c) Permanent part-time employees who serve at least forty (40) hours but less than seventy-two (72) hours each pay period shall accrue vacation in accordance with the number of hours served. The rate that annual vacation accrues shall depend upon the number of years of total service for the City, whether or not total service was broken. Progression to higher accrual rates will occur beginning with January 1 of the year in which the employee reaches the service anniversaries listed in (a) above.

(d) An employee's vacation is deemed earned and shall be accredited each payroll period but shall not be available until completion of one (1) month of continuous service.

**Section 2, Total Service.** In computing vacation "anniversary" date as used in Section 1 of this Article:

(a) Includes time while on leave of absence with pay or military leave without pay.

(b) Includes any time under temporary appointment in City service, employment by the Commission of Public Docks, the Exposition-Recreation Commission, and Prosper Portland.

(c) Includes absence because of an on-the-job injury up to one (1) year.

(d) Excludes time in City service for which employee receives or received pension benefits.

**Section 3, Continued Vacation Accrual.** Employees shall continue to accrue vacation credit for a period of one (1) year because of an absence caused by on-the-job injury, provided that the employee

returns to work in accordance with the City's Human Resources Administrative Rules on Vacation Leave.

#### **Section 4, Maximum Vacation Accrual.**

Vacation credits may be accumulated up to a maximum of two (2) years' earnings as of the end of the first payroll period in January. Any credits in excess of that amount will be forfeited at that time. Credits accrued after that date shall not be reviewed until the following January. The scheduled usage of vacation time shall conform to staffing requirements established by the bureau. If a forfeiture of credits is the result of the City's denying leave or canceling an approved vacation in the latter part of the calendar year or the result of an extended industrial injury, then the Bureau Director may allow the restoration of forfeited credits.

- (b) Whenever an employee is terminated or voluntarily separates, the accrued vacation time shall be paid to the employee in a lump sum. Whenever an employee is laid off, the accrued vacation time shall be paid out unless the employee is redeployed, including temporary appointment, to another City position with no break in service dates.
  
- (c) Members who sign a commitment to retire in a specific calendar year shall be allowed to accrue vacation in addition to the provisions of this Article for the purposes of vacation payment upon termination of employment. The amount of vacation paid shall not exceed three years' accrual and all vacation in excess of three years accrual shall not be considered accrued vacation and shall be forfeited. Members making a commitment to retire shall specify the date of their retirement and shall forfeit any accrued vacation in excess of the carryover limit set in the section above if they do not retire by the end of the month in which they committed to do so".

### **Section 5, Scheduling Vacation Leave.**

- (a) Employees shall be permitted to choose either an hourly, daily, weekly, split or entire vacation. However, employees must receive prior approval for use of vacation time.
- (b) Employees shall have the right to determine their vacation leave times on the basis of seniority in accordance with schedules established by the bureau. Employees may exercise this seniority option only once during any calendar year.
- (c) The deadline for management to respond to vacation requests will be five working days. If after the fifth day of the requesting employee's regularly scheduled workday, an employee's vacation request has not been responded to, the employee may advance their vacation request up to and including the Bureau Director or their designee.
- (d) A bureau and the Union may mutually agree to implement an alternative method of approving vacations. The agreement can cover a work unit, a classification, or the entire bureau. Any such agreement will be made in writing and will be copied to the Union and the Bureau of Human Resources prior to implementation.

### **Section 6, Vacation Cashout.**

- (a) Employees may cashout up to 80 hours of accrued vacation leave annually. Employees wishing to use the vacation cashout benefit shall put in a request no later than December 1<sup>st</sup> of each year. The cashout shall be paid by December 31<sup>st</sup> of that same year.