



Sick & Vacation Leave Accruals

Employee Group	Hours per Work Week	Sick Leave Hours		Vacation Leave Hours	
		Bi-Weekly Accrual	Annual Accrual	Bi-Weekly Accrual	Annual Accrual
Non-Civil Service					
<i>Regular Full-time</i>	40	3.69	96	3.08	80
Civil Service					
<i>Police Full-time</i>	40	4.62	120	4.62	120
<i>Fire Full-time</i>	106*	6.93	180	6.93	180

Regular full-time employees begin to accrue vacation hours upon completion of thirty (30) days of employment.

Vacation Leave and Sick Leave are accrued 26 pay periods in the calendar year.

Maximum vacation balance allowed to accrue per fiscal year:

- 80 hours for non-civil service employees
- 120 hours for police civil service employees
- 180 hours for fire civil service employees, depending on assignment

Vacation Leave will not roll over per fiscal year.

*As per Section 207(k) of the FLSA