



**City of Mission  
Vacation Accrual 2020-2021**

<b>HIRE DATE (BETWEEN)</b>	<b>REFLECTED ON CHECK DATE</b>	<b>VACATION ACCRUED REGULAR (3.08)</b>	<b>VACATION ACCRUED POLICE (4.62)</b>	<b>VACATION ACCRUED FIRE (6.93)</b>
08/21/2020 - 09/14/2020	10/9/2020	80.00	120.00	180.00
09/05/2020 - 09/18/2020	10/23/2020	76.75	115.25	173.00
09/19/2020 - 10/01/2020	11/6/2020	73.75	110.75	166.00
10/02/2020 - 10/15/2020	11/20/2020	70.75	106.00	159.00
10/16/2020 - 10/29/2020	12/4/2020	67.50	101.50	152.25
10/30/2020 - 11/13/2020	12/18/2020	64.50	96.75	145.25
11/14/2020 - 11/27/2020	12/31/2020	61.50	92.25	138.25
11/28/2020 - 12/10/2020	1/15/2021	58.25	87.50	131.25
12/11/2020 - 12/24/2020	1/29/2021	55.25	83.00	124.50
12/25/2020 - 01/07/2021	2/12/2021	52.25	78.25	117.50
01/08/2021 - 01/21/2021	2/26/2021	49.00	73.75	110.50
01/22/2021 - 02/07/2021	3/12/2021	46.00	69.00	103.75
02/08/2021 - 02/21/2021	3/26/2021	43.00	64.50	96.75
02/22/2021 - 03/04/2021	4/9/2021	39.75	59.75	89.75
03/05/2021 - 03/18/2021	4/23/2021	36.75	55.25	82.75
03/19/2021 - 04/02/2021	5/7/2021	33.75	50.50	76.00
04/03/2021 - 04/16/2021	5/21/2021	30.50	46.00	69.00
04/17/2021 - 04/30/2021	6/4/2021	27.50	41.25	62.00
05/01/2021 - 05/13/2021	6/18/2021	24.50	36.75	55.25
05/14/2021 - 05/27/2021	7/2/2021	21.25	32.00	48.25
05/28/2021 - 06/11/2020	7/16/2021	18.25	27.50	41.25
06/12/2021 - 06/25/2021	7/30/2021	15.25	22.75	34.25
06/26/2021 - 07/08/2021	8/13/2021	12.00	18.25	27.50
07/09/2021 - 07/22/2021	8/27/2021	9.00	13.50	20.50
07/23/2021 - 08/05/2021	9/10/2021	6.00	9.00	13.50
08/06/2021 - 08/19/2021	9/24/2021	3.00	4.50	6.75

Regular full-time employees begin 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