



**City of Mission  
Vacation Accrual 2022-2023**

<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>
08/19/2022 - 09/02/2022	10/7/2022	80.00	120.00	180.00
09/03/2022 - 09/16/2022	10/21/2022	76.75	115.25	173.00
09/17/2022 - 09/30/2022	11/4/2022	73.75	110.75	166.00
10/01/2022 - 10/13/2022	11/18/2022	70.75	106.00	159.00
10/14/2022 - 10/27/2022	12/2/2022	67.50	101.50	152.25
10/28/2022 - 11/11/2022	12/16/2022	64.50	96.75	145.25
11/12/2022 - 11/25/2022	12/30/2022	61.50	92.25	138.25
11/26/2022 - 12/08/2022	1/13/2023	58.25	87.50	131.25
12/09/2022 - 12/22/2022	1/27/2023	55.25	83.00	124.50
12/23/2022 - 01/05/2023	2/10/2023	52.25	78.25	117.50
01/06/2023 - 01/19/2023	2/24/2023	49.00	73.75	110.50
01/20/2023 - 02/05/2023	3/10/2023	46.00	69.00	103.75
02/06/2023 - 02/19/2023	3/24/2023	43.00	64.50	96.75
02/20/2023 - 03/02/2023	4/7/2023	39.75	59.75	89.75
03/03/2023 - 03/16/2023	4/21/2023	36.75	55.25	82.75
03/17/2023 - 03/30/2023	5/5/2023	33.75	50.50	76.00
04/01/2023 - 04/14/2023	5/19/2023	30.50	46.00	69.00
04/15/2023 - 04/28/2023	6/2/2023	27.50	41.25	62.00
04/29/2023 - 05/11/2023	6/16/2023	24.50	36.75	55.25
05/12/2023 - 05/25/2023	6/30/2023	21.25	32.00	48.25
05/26/2023 - 06/09/2023	7/14/2023	18.25	27.50	41.25
06/10/2023 - 06/23/2023	7/28/2023	15.25	22.75	34.25
06/24/2023 - 07/06/2023	8/11/2023	12.00	18.25	27.50
07/07/2023 - 07/20/2023	8/25/2023	9.00	13.50	20.50
07/21/2023 - 08/03/2023	9/8/2023	6.00	9.00	13.50
08/04/2023 - 08/17/2023	9/22/2023	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