



**Eligibility:**

Regular employees (including probationary).

**Scheduling:**

Vacation requests must be made in advance, approved by the department head. All vacation requests are subject to review by the City Manager.

**Cash-Out or Deferral Option:**

Under certain circumstances (see below) employees can elect to cash out or defer vacation to the City’s deferred compensation plan. However, such cash outs are not automatic. The employee must elect to do so by completing the appropriate request form.

**Accrual Rates:**

TME/AFSCME, TCEA, TFEA\* and TLEA:

<i>Years of Employment</i>	<i>Monthly Accrual</i>
1-2	8.67
3	9.33
4	10.00
5-9	12.00
10-20	15.35
21-24	16.67
25+	17.33

*Maximum Accrual - 36 months (TME & TFEA) or 24 months (TLEA). Can cash out or defer up to 40 hours (TME) & (TCEA), 80 hours (TLEA) or 160 hours (TFEA) per fiscal year providing balance remaining is at least 40 hours.*

TPSA and Certain Full Time:

<i>Years of Employment</i>	<i>Monthly Accrual</i>
1-2	8.67
3	10
5-9	12.67
10-20	16.02
21-24	17.34
25+	18.00

*Maximum Accrual - 36 months (TPSA) or 500 hours (Non-Represented). Can cash out or defer up to 80 hours (Non-Represented) or 160 hours (TPSA) per fiscal year, providing balance remaining is at least 40 hours.*

# VACATION

## ENGINEERS:

<i>Years of Employment</i>	<i>Monthly Accrual</i>
1-2	8.67
3	9.33
4	10.00
5-6	12.00
7-9	12.67
10-20	16.02
21-24	17.34
25+	20.00

*Maximum Accrual* - 36 months.  
Can cash out or defer up to 160 hours per fiscal year, providing balance remaining is at least 40 hours.

## TPPREO:

<i>Years of Employment</i>	<i>Monthly Accrual</i>
1-2	8.67
3-4	10.00
5-9	12.67
10-20	16.02
21-24	17.34
25+	18.00

*Maximum Accrual* - 500 hours.  
Can cash out or defer up to 80 hours per fiscal year for accrued hours exceeding 160.

**Note:** Vacation eligibility and accrual rates may vary for employees scheduled less than 40 hours per week. Please refer to your applicable MOU.