

SUBJECT: VACATION CARRY-OVER POLICY

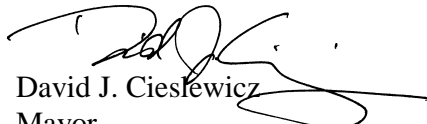
Purpose: The purpose of this procedure is to establish a uniform vacation carry-over policy for non-represented employees and, when appropriate, to provide guidance in the application of contract provisions for represented employees. This policy does not apply to non-civilian employees.

Background: The Madison General Ordinances set forth the legal restrictions for vacation carry-over. Currently, vacation that is not taken in the year in which it is available to be taken (earned), is deemed to be waived unless:

1. the employee is in the first six months of employment,
2. the employee has a balance of 10 or less days at the end of the year in which the vacation is earned; or
3. approval has been granted to carry over unused vacation in excess of 10 days to the next year by the Department/Division Head and Human Resources Director.

Policy: It is the general policy of the City that vacation shall be used in the year in which it is available to be used. It shall be considered an extraordinary event for City employees not to use their accrued vacation. In rare circumstances, employees will be allowed to carry over vacation in excess of 10 days with the express written approval of the Human Resources Director. Vacation balances of 10 days or less will be considered de minimis and will require no approval for carryover.

Procedure: By December 1 of each year, the agency head will submit a list to Human Resources of those employees for whom the agency is requesting an extraordinary vacation carryover and the reasons for that request. In addition, they will submit a report which will list those employees whose balances will be brought to the de minimis amount by waiver of those balances in excess of 10 days. Any amount of vacation carried over in excess of 10 days must be used by the end of the second quarter of the following year. The Human Resources Director will notify Central Payroll of the approved carryover requests and the amounts to be deleted.


David J. Cieslewicz
Mayor

APM No. 2-5
January 28, 2010

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