

**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 represented employees' contract provisions.

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, or
2. approval has been granted to carry over that vacation to the next year by the department/division head and Mayor.

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 Director of Human Resources. Vacation balances of 10 days or less will be considered de minimis and will require no approval except the agency head, subject to the needs of the individual agency. It is the responsibility of the agency head to enforce this policy.

Procedure: By December 1 of each year, the agency head will submit a list 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. The amount carried over must be used by the end of the second quarter of the year. The Human Resources Director will notify Central Payroll of the approved requests and the amounts to be deleted.

***NOTE:** For most agencies and employees, the new procedure and policy will not present a problem, but there are a few balances which could cause some employees to be gone for an unacceptable amount of time in 1997. In order to execute the revised APM 2-5 without placing an undue hardship on the agencies, we are recommending up to a three-year implementation period. We encourage agencies to meet the guidelines of the revised policy during 1997. However, if you feel that three years will be necessary, you must file a plan with the Director of Human Resources listing the reasons for the delay in implementation and the means by which you will accomplish it.*

*We also recommend that there not be a general offer to "buy back" any amount of vacation. While in some instances, such as having to replace a vacationing employee at time and one half, it may make some financial sense, it generally is not a good use of City funds, even if there is money available.*

  
Paul R. Soglin  
Mayor

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