



ADMINISTRATIVE REGULATION (AR)

Vacation Leave (Revised from City AR-00010)
FESSAM #7C.1

Effective: 01/01/2016

I. SCOPE:

This Administrative Regulation applies to all Loveland Fire Rescue Authority (LFRA) employees classified as benefit eligible full-time and benefit eligible part-time. New employees are briefed on this Administrative Regulation during orientation.

II. PURPOSE:

The Administrative Regulation ensures that all LFRA benefit eligible employees have an awareness and follow the below guidance.

III. DEFINITIONS:

- **FLSA** refers to Fair Labor Standards Act
- **Exempt Employees** refers to employees in a position that are classified as exempt from overtime per FLSA.
- **Non-Exempt Employees** refers to employees in a position that are classified as having the ability to report overtime per FLSA.

IV. POLICY:

Vacation time must be scheduled in advance to minimize disruption to LFRA operations. With supervisor approval, vacation time can be used in any increment for personal time off.

Employees are not eligible to use vacation until it is accrued. Vacation is accrued on a per pay period basis. Upon separation from employment, vacation is calculated based on the last full pay period worked.

Vacation leave will not be considered hours worked for the purpose of calculating overtime. The use of vacation leave may also not create a situation where an employee exceeds the number of work hours budgeted for his or her position. In such cases, the number of leave hours used will be reduced.

Vacation may be used for absences due to illnesses only after all current medical leave hours and all banked medical leave hours have been exhausted. Medical leave may not be substituted for an illness that occurs during a pre-planned approved vacation except in situations where the leave would qualify as a serious health condition under FMLA guidelines.

Vacation accruals are subject to change. If an employee is promoted, demoted or reclassified to a different position, the accrual for the position is changed accordingly. The Human Resources Department will work with Managers to identify position changes.

Basis For Mandate:

- Internal governance



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VI. PROCEDURE:

NON-EXEMPT EMPLOYEES

Non-exempt, benefit eligible, full-time and part-time employees accrue vacation as shown in the following table. Regular part-time employees accrue vacation at rates determined by the number of budgeted hours per week for that position.

Length of Service	Vacation Hours Accrued Annually (Prorated for budgeted hours per week)					
	56 hours	40 hours	35 hours	30 hours	25 hours	20 hours
Date of hire – 3 years	112.50	80.40	70.35	60.30	50.25	40.20
3 years + 1 day to 6 years	134.40	96.00	84.00	72.00	60.00	48.00
6 years + 1 day to 10 years	168.00	120.00	105.00	90.00	75.00	60.00
10 years + 1 day to 15 years	201.60	144.00	126.00	108.00	90.00	72.00
15 years + 1 day or more	235.20	168.00	147.00	126.00	105.00	84.00

Employees will receive the next level of accrual during the pay period in which their anniversary date falls. For example, a 40-hour employee hired January 1, 2000 will receive the next level of vacation accrual (annually 96 hours) on January 1, 2003.

Non-Exempt Maximum Accrual

The maximum vacation accrual for non-exempt, full-time employees with less than 10 years of service is 240 hours (336 for fire shift personnel). Non-exempt full-time employees with 10 or more years of service may accrue up to 480 vacation hours (672 hours for fire shift personnel).

The maximum vacation accrual for non-exempt, part time employees is 240 hours (336 for fire shift personnel) regardless of years of service. When an employee changes from full-time to part-time employment the employee is only allowed to carry forward the maximum accrual appropriate to their new employment status. Employees are paid for hours accrued over the 240/336 hour cap. If there are extenuating circumstances, Division Chief or his/her designee may choose to make other arrangements for use of the time.



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Employees who reach the maximum vacation amount will continue to accrue vacation during the calendar year. However, vacation leave in excess of the maximum is forfeited if not used by the last day of the final pay period of the current year. Only the maximum accrual allowed is carried over to the next year (240/336 or 480/672 hours).

Upon separation from employment, employees do NOT receive pay for vacation leave in excess of the maximum accrual of 240/336 or 480/672 hours as designated above.

EXEMPT EMPLOYEES

Exempt, benefit eligible, full-time employees accrue vacation as shown in the following table. Exempt, part-time employees will accrue vacation leave at a prorated schedule. The number of hours accrued is based on the level of the position in LFRA's pay plan.

Length of Service	Vacation Hours Accrued Annually			
	Exempt Pay Plan Fire shift	Exempt Pay Plan C Level	Exempt Pay Plan B Level	Exempt Pay Plan A Level
Date of hire – 3 years	147.80	105.60	110.40	120.00
3 years + 1 day to 6 years	169.65	121.20	126.00	136.80
6 years + 1 day to 10 years	203.25	145.20	150.00	160.80
10 years + 1 day to 15 years	236.85	169.20	174.00	184.80
15 years + 1 day or more	270.45	193.20	198.00	208.80

Employees will receive the next level of accrual during the pay period in which their anniversary date falls. For example, a 40-hour employee hired January 1, 2000 will receive the next level of vacation accrual on January 1, 2003.

Exempt Maximum Accrual

The maximum vacation accrual for exempt employees is 480 hours or 672 hours or Fire shift. Employees who reach the maximum vacation amount will continue to accrue vacation during the calendar year. However, vacation leave in excess of the maximum is forfeited if not used by the last day of the final pay period of the current year. Only the maximum accrual allowed can be carried over to the next year.



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Upon separation from employment, employees do NOT receive pay for vacation leave in excess of the maximum accrual of 480/672 hours.

VII. OTHER RELATED REGULATIONS & PROCEDURES:

Family and Medical Leave Act (FMLA)
Leave of Absence

Effective: 1/1/2016

VIII. LFRA FIRE CHIEF SIGNATURE:



Mark Miller, Fire Chief