

## IV. EMPLOYEE BENEFITS

### **BENEFIT ELIGIBILITY**

Employees classified as “**Salaried Full-Time, Regular Full-Time**” or “**Regular Part-Time**” qualify for benefits discussed in this Handbook. **Nothing in this Handbook prohibits the City at its sole discretion and a new employee from negotiating vacation and sick leave accrual not to exceed the current vacation and sick leave schedule.**

### **NECESSARY (PERSONAL) TIME**

**Regular Full-Time Employees** shall receive 32 hours off, with pay, per year for personal reasons, subject to approval of the Department Head. Such time shall be deducted from sick leave credits. Introductory employees will receive their hours upon completion of the introductory period.

**Salaried Employees** shall receive 40 hours off, with pay, per year for personal reasons with no reduction from sick leave bank.

**First year employees shall have Necessary Time prorated, then administered by calendar year.**

## **VACATION**

Employees qualify for vacation based on their length of service with the City of Nekoosa. A “week” of vacation is defined as five (5) working days.

New, Regular Full-time Employees **begin their employment with one week of vacation with pay (prorated), then** are entitled to the following vacation **schedule administered by calendar year** ~~with pay:~~

| <b><u>Weeks of Vacation</u></b> | <b><u>After <del>Beginning</del> Years of Service</u></b> |
|---------------------------------|-----------------------------------------------------------|
| <b>1</b>                        | <b><del>1</del> 2</b>                                     |
| <b>2</b>                        | <b>3</b>                                                  |
| <b>3</b>                        | <b>8</b>                                                  |
| <b>4</b>                        | <b>12</b>                                                 |
| <b>5</b>                        | <b>18</b>                                                 |
| <b>6</b>                        | <b>25</b>                                                 |

Qualifying Part-Time Employees are entitled to vacation set forth in their particular job description.

### **Administration of Vacation**

Payments to regular, full-time employees for vacation shall be in an amount equal to the regular, full-time employee’s basic wage. Employees shall receive an additional four hours of pay for each five day [40 hours] block of vacation taken.

~~An employee’s first accrued week of vacation is to be used between the employee’s one-year anniversary date and the next succeeding January 1<sup>st</sup>. Thereafter, an employee’s vacation shall be administered on a calendar year basis; that is, an employee shall be credited on January 1<sup>st</sup> of each year with vacation credits which are to be used during the ensuing calendar year. The amount of vacation to be credited on January 1<sup>st</sup> shall be the amount that will accrue to the employee on his/her anniversary date in the ensuing calendar year; except that on January 1<sup>st</sup> of the calendar year immediately before the calendar year that the employee will move to a higher accrual rate, the employee shall be credited as defined above plus a prorated portion one week of vacation which is in proportion to the number of months between the employee’s anniversary date and December 31<sup>st</sup>. Subsequent years of vacation are to be administered in the same fashion as the examples set forth above, taking into consideration the increased accrual rate at the appropriate time.~~

An employee may use vacation benefits by way of submission of a vacation request to the department head or designee.

The time for giving vacations will not be restricted to any particular season of the year. However, the City reserves the right to determine the schedule of vacations consistent with the requirements of the City.

All vacations shall be taken within the year and neither the whole nor any part thereof shall be permitted to accumulate to be taken in a subsequent year, except where the vacation in question has been denied by management.

Upon termination for any reason, any regular, full-time employee will be reimbursed for earned, but unused vacation. In the event an employee is resigning from employment, the employee shall give the City notice of resignation at least two weeks prior to their last date of employment, or the employee shall forfeit all accrued vacation benefits.

~~No vacation time will accumulate during the introductory period, but for purposes of length of service, the starting date will be retroactive to the hire date upon completion of the introductory period.~~