



**AUHR 6.03 VACATION**

**General**

Auditor’s Office employees shall accrue vacation leave as provided in this rule. Vacation shall be accrued biweekly in conformity with the payroll period. Any vacation time accrued may be taken by an employee in accordance with procedures established by this rule and division work rules.

**Persons not Entitled to Vacation Benefits**

No person employed as a consultant or expert on a contract basis, employed on a seasonal basis, or temporarily employed in a non-budgeted position shall accrue vacation leave.

**Basis for Computing Vacations**

The rate that vacation leave accrues shall depend on the number of years of total service for the City, whether or not the total was broken. Except as otherwise provided in a labor agreement, if in a calendar year an employee will have attained the following number of years of total service, then beginning on January 1 of that year, the employee's vacation leave shall accrue at the rate indicated in the following appropriation schedules.

**Vacation Appropriation Schedule – Full-Time Employees**

Schedule for full-time personnel:

<b>Total Years of Service</b>	<b>Accrual Rate Biweekly Pay Period</b>	<b>Vacation Rate Per Year</b>
0 to 4	3.08 hours	80 hours
5 to 9	4.62 hours	120 hours
10 to 14	5.38 hours	140 hours
15 to 19	6.15 hours	160 hours
20 to 24	6.92 hours	180 hours
25 or more	7.69 hours	200 hours

## **Total Service**

As used in this administrative rule, total service:

1. Includes time taken while on leave of absence without pay for military service or Family Medical Leave;
2. Includes time under temporary appointment considered upon permanent appointment to City service and employment by Prosper Portland (formerly Portland Development Commission);
3. Includes any continuous absence because of injury in the line of duty.

Except as provided in paragraph (3) of this Subsection, total service excludes time in City service for which an employee receives pension benefits.

## **Vacation Accrual for Job Sharing Employees**

Benefits eligible job-share employees who share a full time position and serve for 36-40 hours each pay period shall be allowed one-half the accrual rates outlined in Vacation Appropriation Schedule for full-time employees. Vacation may be used:

1. for non-represented employees, after 173 hours of continuous job-sharing employment;
2. for employees represented in collective bargaining, after 1,040 hours of continuous job-sharing employment

The progression to higher accrual rates will be based on years of service as indicated for full time employees in the vacation appropriation schedule, without regard to actual hours worked.

## **Vacation Accrual for Part Time Employees**

Part time employees who serve at least 40 hours but less than 72 hours each pay period shall accrue pro-rated vacation in accordance with the percentage of full-time work. Vacation may be used;

1. for non-represented employees, after 173 hours of continuous part-time employment;
2. for employees represented in collective bargaining, after 1,040 hours of continuous part-time employment, unless otherwise designated in a collective bargaining agreement.

The progression to higher accrual rates will be based on years of service as indicated for full time employees in the vacation appropriation schedule, without regard to actual hours worked.

### **Time Annual Vacation May Be Taken**

Vacation credits shall accumulate from the first day of employment. Vacation may be used by employees as follows:

1. for non-represented employees, after continuous employment for one month;
2. for employees represented in collective bargaining, after continuous employment for six months, unless otherwise designated in a collective bargaining agreement.

### **Vacation Carry-Over**

Under normal conditions, all employees are expected to take their vacation in the calendar year following the year in which credits were earned. Vacation credits may be accumulated up to a maximum of two year's earnings as of the end of the first pay period in January (the accrual amount is determined based on the employee's accrual rate at the end of the first pay period in January).

### **Leave in Excess of Maximum Accrual Hours For Workers' Compensation**

See [Administrative Rule on Workers' Compensation](#).

### **Employment While on Vacation**

While on vacation, Auditor's Office employees shall not perform service for the Auditor's Office for compensation in any other capacity.

### **Transferred Employee**

When an employee is transferred permanently by promotion or otherwise from the Auditor's Office to a City bureau or into the Auditor's Office from a City bureau, the employee's vacation shall become the obligation of the office to which the employee transfers. Postponed holidays shall be treated in the same manner as accrued vacation.

## **Donation of Vacation Leave**

An employee, having a minimum of six months of City service, may voluntarily donate vacation leave in accordance with the **Administrative Rule on Catastrophic Leave**.

## **Separation from Service**

All accrued, unused vacation must be paid out, as part of the final paycheck, to an employee who leaves City service for any reason. Employees who are leaving City service for any reason may not elect to use accrued vacation, rather than have their vacation paid out, to extend their employment with the City. For example, if an employee states they wish to resign at some date in the future but stay on City payroll using accrued vacation until that date, that request must be denied.

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## **Human Resources Rule Information and History**

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 6.03 Vacation.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised November 4, 2011.