

ORDINANCE NO. 135

AN ORDINANCE PROVIDING FOR VACATIONS FOR CITY EMPLOYEES,
SETTING UP THE QUALIFICATIONS THEREFOR AND LIMITATIONS
THEREON.

The city of Athena, Oregon ordains as follows:

Section 1. Vacations. All regular full-time employees of the city of Athena shall be entitled to vacation time as follows:

- (1) After 1 full year of service, 10 working days.
- (2) After 5 full years of service, 12 working days.
- (3) After 10 full years of service, 15 working days.
- (4) After 15 full years of service, 20 working days.

Said employee shall be entitled to continue to receive pay, at his regular rate, during such vacation. Part-time employees are not eligible hereunder.

Section 2. Accumulations. Employees are not required to take their vacations in the year in which same are earned, and may accumulate vacation time; provided, however, that no employee may accumulate more than 50 per cent of his allowable vacation time, as above provided, in addition to the vacation time earned in the current year. All vacation time over and above the said additional 50 per cent shall not be cumulative and if not used when earned, will be forfeited.

Section 3. Termination. None of the earned vacation time as above provided shall be convertible into cash payment in lieu of vacation, except in the case of an employee who retires or resigns after having been employed for a minimum period of 12 months. In the event of such resignation or retirement, the employee may request payment for unused vacation time earned, but not to exceed 150 per cent of the total annual allowance for such employee based on his years of service.

Section 4. Manner of Accumulation. Vacation time shall accumulate and be allowable only at the end of each year. There shall be no monthly or semi-annual accumulations. The initial probationary period of employment, if successfully completed, shall be allowable in computing the first year of employment. All times shall be computed from the date of original employment.

Section 5. Scheduling. Vacation schedules shall be subject to approval by the department supervisor of the department in which said employee works. In case of conflicting schedules, the employee having the greatest length of service shall be given preference.

Passed by the council and approved by the mayor August 13, 1973.

Passed by the council and approved by the mayor November 15, 2007.