

POLICY NUMBER:**APM- 2- 87**

DATE:

12/12/2022

ISSUED BY:

Arthur Noriega, V
City Manager/Designee
SIGNATURE**CITY OF
MIAMI****ADMINISTRATIVE
POLICY****REVISIONS**

| <u>REVISED SECTION</u> | <u>DATE OF REVISION</u> |
|-----------------------------------|------------------------------------|
| Created | 07/28/87 |
| I and II | 01/11/91 |
| Purpose | 06/24/91 |
| Section II 5) | 06/24/91 |
| Clean-up | 06/24/91 |
| Implemented | 06/24/91 |
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| II 1) & 2) | 04/08/94 |
| Revised | 01/09/95 |
| Section II I) | 10/09/98 |
| Section II A 1 & 2 | 11/15/01 |
| Revised | 08/11/11 |
| Revised | 09/30/11 |
| Revised | 06/17/15 |
| Revised | 12/8/22 |

SUBJECT: VACATION SCHEDULING/CARRYOVER/PAYOUT**Purpose**

To provide an official policy relating to the scheduling, carryover and payoff of accumulated vacation for support staff employees (both classified and unclassified) and executives.

Effective this date, this Administrative Policy supersedes all previous directives relating to this subject.

Scheduling

Vacation will be scheduled with the employee's supervisor or with the Department Director. Whenever possible, vacation should be taken as a single unit of one, two, three or four weeks. Provided that the absence of a vacationing employee does not interfere with the efficient operation of City business, vacation shall be scheduled at a mutually convenient time of the year. In the case of Department Directors, Assistant City Managers and City Manager's key staff, the City Manager or his designee will be the person responsible for approving vacations. Requests for vacation time shall be in writing to the appropriate approving authority stating the dates requested off for purposes of vacation.

**Carryover &
Payoff**

A. All employees appointed to the executive service and all support staff positions shall use accrued vacation in the following manner:

1. Employees shall carryover no more than 500 vacation hours. Any vacation time exceeding the 500 hour limit, must be used or will be forfeited.

2. Employees who have accrued over 500 hours as of the payroll period ending October 8, 2011 shall have those hours grandfathered. Any hours accrued in excess of the grandfathered hours shall not be added to the accrued balance. Any such hours must be used in the year credited or they shall be forfeited.
 3. Upon separation from the City of Miami the maximum vacation time allowable that may be cashed out shall be limited to 500 hours. Employees with grandfathered hours shall be allowed to cash out their vacation balance accrued through the pay period ending October 8, 2011.
 4. Employees must satisfy carryover requirements by the last payroll period of the payroll year in which the vacation was credited.
- B. Employees covered by this directive whose scheduled vacation is canceled by the City Manager shall be entitled to receive payment for that portion of his or her unused vacation lost by being recalled to City service.
- C. Payment of up to a maximum of 40 hours per year of unused vacation time will be granted to an employee upon request by the employee. Any additional payment (s) in excess of 40 hours but up to a maximum of 300 hours shall be granted only on an emergency basis as approved by the Department of Human Resources.
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