

## Employees hired before January 1, 2013

Full-time employees must complete twelve (12) months of actual service before being eligible for paid vacation. In some instances, employees with at least six (6) months of service may be permitted to take up to one week of vacation within the first year of employment if the employee is expected to complete a full year of service. If an employee is permitted to take vacation in advance of having earned it, the vacation pay must be repaid if the employee leaves HACM before completing one year of service. HACM reserves the right to recoup vacation from the employee's last pay check.

Vacation time is earned and accrued as follows.

Service Years Completed	Maximum B/W Accrual	Vacation Earned Per Year
0 up to 4	3.7 hrs	96 hrs
4 up to 9	5.3 hrs	136 hrs
9 up to 14	6.8 hrs	176 hrs
14 up to 21	8.4 hrs	216 hrs
21+ years	9.9 hrs	256 hrs.

## Employees Hired after December 31, 2012

Full time HACM employees must complete 90 days of actual service before being eligible for paid vacation; City employees are eligible for paid vacation upon hire in accordance with the Milwaukee Code of Ordinances.

Vacation time is earned and accrued as follows.

Service Years Completed	Maximum B/W Accrual	Vacation Earned Per Year
0 up to 4	3.08 hrs	80 hrs
4 up to 9	3.85 hrs	100 hrs
9 up to 14	5.38 hrs	140 hrs
14 up to 21	6.15 hrs	160 hrs

### Vacation Pay

Vacation pay is the employee's regular rate of pay, excluding overtime or holiday premiums.

### Scheduling Vacations

Every consideration will be given to scheduling vacation at the convenience of the employee and seniority will be considered to the extent operations are not negatively affected. However, business requirements may make it necessary to limit the number of employees who may be absent from the departments at one time. Therefore, vacations must be scheduled in advance and with the prior written approval of the employee's manager or immediate supervisor. Where conflicts develop, they will be resolved as fairly as possible. Consequently, the final determinations of vacation schedules belong with the Authority based on business requirements.

All vacation requests must be made in advance and approved by the supervisor. Department managers/supervisors may determine the amount of advance notice required. Department managers/supervisors may, on occasion, deny vacation requests due to scheduling or work conflicts.

### **Illness During Vacation**

If the employee becomes ill while on vacation, available sick time may be used, in lieu of vacation, if a physician's statement, or other proof of illness acceptable to HACM, is submitted.

### **Vacation Carry Over Limits**

Employees may carry over up to 120 hours of vacation time into the following year.

### **Borrowing Vacation**

Employees may be allowed to borrow up to 80 hours of vacation time at the discretion of the department head. All employees who leave employment will have the compensation for vacation time owed deducted from the employee's last pay check.

### **Termination and Vacation Pay**

Upon termination of employment with HACM, employees will be paid for earned, unused vacation leave provided two (2) weeks' notice is given (and worked), Authority property is returned and all debts to the Authority have been paid, unless termination is based on misconduct, as determined by management. Since the purpose of vacation is to allow employees time away from work, pay in lieu of time off will not be allowed in any other circumstance, unless the employee is on FMLA or WFMLA leave.