

Tentative Agreement on Vacation Leave

ARTICLE XI – VACATIONS

Sec. 1 Vacation Accruals.

Each employee shall be entitled to an annual paid vacation, accrued as follows:

- a) First day of continuous service through the last day of the fourth (4th) year: eighty 80 hours vacation per year.
- b) First day of the fifth year of continuous service through the last day of the ninth (9th) year: one-hundred and twenty (120) hours vacation per year.
- c) First day of the tenth (10th) year of continuous service through the last day of the fourteenth (14th) year: one-hundred and sixty (160) hours vacation per year.
- d) First day of the fifteenth (15th) year of continuous service through the last day of the nineteenth (19th) year: one-hundred and eighty (180) hours vacation leave per year.
- e) Twenty (20) or more years: two-hundred (200) hours vacation leave per year.

Vacation accrual will be prorated based on hours in paid status.

Employees may accrue up to three (3) times their annual vacation accrual (e.g., an employee who accrues 80 hours per year has an accrual cap of 240 hours). ) ] ~~In the event the City is unable to schedule vacation and, as a result thereof, the employee is subject to loss of accrued vacation, the City shall extend the vacation accrual limit up to one year, in which time the excess vacation must be scheduled and taken.~~ As long as there is no interference with departmental operations, there shall be no unreasonable restriction ~~of increments~~ of use. ~~Employees shall complete six (6) months' continuous service before using accrued vacation leave.~~

At the time of initial appointment, or to address an identified retention issue, the City may credit an employee for prior experience or special expertise, including prior years of public service in a city, county, special district, state, or federal government agency, up to a maximum of five (5) years' service towards their rate of vacation accrual. The City Manager or designee shall identify the number of years for which the employee will receive credit (up to the five (5) year maximum).

Sec. 2 Holiday Falling During Vacation.

In the event a **fixed** holiday as defined in Article X falls within an employee's vacation period, which would have excused the employee from work (and for which no other

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compensation is made), ~~an~~ additional workday hours for such holiday shall be added to ~~their~~ vacation leave-accrual.

### Sec. 3 Illness During Vacation.

When an employee becomes ill while on vacation and such illness can be supported by a statement from an accredited physician or the employee is hospitalized for any period, the employee shall have the period of illness charged against sick leave and not against vacation leave.

### Sec. 4 Accrued Vacation Pay for Deceased Employees.

Upon presentation of an affidavit or declaration meeting the requirements of Section 13601 of the Probate Code, a surviving spouse or domestic partner is entitled to prompt payment of compensation owed to the deceased employee (including final paycheck and accrued but unused vacation) up to the amount provided for in Probate Code Section 13601(e) (\$18,450 in 2024). An employee who is eligible for vacation leave and who dies while in the municipal service shall have The value amount of any remaining accrued but unused vacation hours paid to his/her their estate within thirty days pursuant to state law.

This proration Payment of Vacation Hours will be computed at his/her the deceased employee's last basic rate of pay.

[Note: Labor Code 227.3 does not provide for a designated legal representative to receive payment of vacation leave in the case of an employee's death. Probate Code 13601 provides for an initial distribution of pay plus vacation leave to the surviving spouse. Any amount over the maximum allowed is then paid to the estate.]

### Sec. 5 Effect of Extended Military Leave.

An employee who interrupts service because of extended military leave shall be compensated for accrued vacation at the time the leave becomes effective, as provided by law, including the ability to use vacation leave accrued before deployment rather than unpaid leave during their deployment.

### Sec. 6 Vacation at Termination.

Employees leaving the municipal service with accrued vacation leave shall be paid the amounts of accrued vacation to the date of termination.

### Sec. 7 Vacation Cash Out.

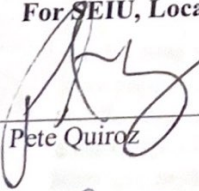
Once each calendar year an employee may cash out eight (8) or more hours of vacation accrual in excess of eighty (80) hours, to a maximum of one-hundred and twenty (120)

City of Palo Alto/SEIU, Local 521 Negotiations | 2024

hours, provided that the employee has taken eighty (80) hours of vacation in the previous twelve (12 months).

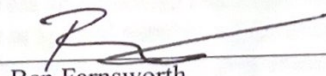
1. To be eligible for cash out vacation, employees must pre-elect the number of vacation hours they will cash out during the following calendar year up to maximum of 120 hours, prior to the start of that calendar year. The election will apply only to vacation hours accrued in the next tax year and eligible for cash out.
2. The election to cash out vacation hours in each designated year will be irrevocable. ~~This means that e~~Employees who elect to cash out vacation hours must cash out the number of accrued hours pre-designated on the election form provided by the City.
3. Employees who do not pre-designate or decline a cash out amount by the annual deadline established by the City ~~will be deemed to have waived the right to cash out any leave in the following tax year and~~ will not be eligible to cash out vacation hours in the next tax year.
4. Employees who pre-designate cash out amounts may request a cash out at any time in the designated tax year by submitting a cash out form to Payroll. Payroll will complete the cash out upon request, provided the requested cash out amount has accrued and is consistent with the amount the employee pre-designated. If the full amount of hours designated for cash out is not available at the time of cash out request, the maximum available will be paid.
5. For employees who have not requested payment of the elected cash out amount by November 1 of each year, Payroll will automatically cash out the pre-designated amount in a paycheck issued on or after the payroll date including November 1.

For SEIU, Local 521:

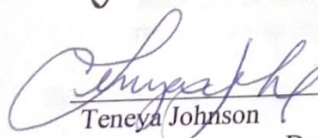
  
Pete Quiroz

Date: 12/16/24


For the City of Palo Alto:

  
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Date: 12/16/24

  
Teneva Johnson

Date: 12/16/24

  
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