



## ADMINISTRATIVE POLICIES AND PROCEDURES

Policy: Vacation Leave Policy  
Creation Date: August 8, 2011  
Revision Date: May 30, 2015  
Prepared By: HR Department  
Approved By: City Manager  
Legal Review: Elizabeth Ruhmann

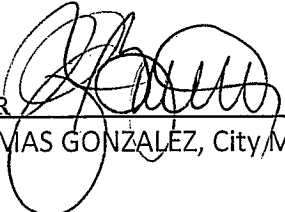
### POLICY: VACATION LEAVE POLICY

It is the policy of the City of El Paso to provide vacation leave for its employees. The approval of vacation is at the discretion of the Department Head or designee.

### PROCEDURE:

- A. Eligibility: Employees are eligible for paid vacation time as established by Civil Service Rules and Regulations
- B. Request for Vacation: Employees must obtain prior approval from their supervisor in order to use their vacation leave. Under certain circumstances, such as business necessity, it may be appropriate for a supervisor to deny an employee's request for vacation leave; however, the supervisor may plan for an alternative time with the employee. For this reason, employees and supervisors are encouraged to plan vacation with as much advance notice as possible. At a minimum, an employee must request vacation in advance equal to the amount of vacation time requested, i.e., one full working day in advance for every one day of vacation requested.
- C. Using Vacation Leave: Employees must report and record vacation leave as required by their department
- D. Accrual. Vacation leave will be accrued at a rate established by Civil Service Rules and Regulations.

APPROVED BY:

FOR   
TOMAS GONZALEZ, City Manager

DATE: 