

Exhibit A

Years of Service	Current Accrual		New Accrual	
	Days (8 hrs/day)	Hours	by pay period	yearly accrual
0	10	80	4.31	112.06
1	10	80	4.47	116.22
2	10	80	4.62	120.12
3	10	80	4.77	124.02
4	10	80	4.93	128.18
5	15	120	5.08	132.08
6	15	120	5.24	136.24
7	15	120	5.39	140.14
8	15	120	5.54	144.04
9	15	120	5.7	148.20
10	17.5	140	5.85	152.10
11	17.5	140	6	156.00
12	17.5	140	6.16	160.16
13	17.5	140	6.31	164.06
14	17.5	140	6.47	168.22
15	20	160	6.62	172.12
16	20	160	6.77	176.02
17	20	160	6.93	180.18
18	20	160	7.08	184.08
19	20	160	7.24	188.24
20	22.5	180	7.39	192.14
21	22.5	180	7.54	196.04
22	22.5	180	7.7	200.20
23	22.5	180	7.85	204.10
24	22.5	180	8	208.00
25	25	200	8.16	212.16
26	25	200	8.31	216.06
27	25	200	8.31	216.06
28	25	200	8.31	216.06
29	25	200	8.31	216.06
30	25	200	8.31	216.06



**CITY OF PORTLAND
HUMAN RESOURCES
ADMINISTRATIVE RULES**

LEAVES

6.03 VACATION

General

City of Portland employees shall accrue vacation leave as provided in this Rule. Vacation shall be accrued biweekly in conformity with the payroll period. Any vacation time accrued may be taken by an employee in accordance with procedures established by this Rule and bureau rules.

**Persons not Entitled to
Vacation Benefits**

No person employed as a consultant or expert on a contract basis, employed on a seasonal basis, or temporarily employed in a non-budgeted position shall accrue vacation leave.

**Basis for Computing
Vacations**

The rate that vacation leave accrues shall depend upon the number of years of total service for the City, whether or not the total was broken. Except as otherwise provided in a labor agreement, if in a calendar year an employee will have attained the following number of years of total service, then beginning on January 1 of that year, the employee's vacation leave shall accrue at the rate indicated in the following appropriation schedules.

Schedule for full-time personnel:

**Vacation Appropriation
Schedule – Full-Time
Employees and Bureau of
Police Uniformed Personnel
of Rank Lieutenant and
Above**

Total Years of Service	Accrual Rate Per Biweekly Pay Period	Vacation Rate Per Year
0 to 4	3.08 hours	80 hours
5 to 9	4.62 hours	120 hours
10 to 14	5.38 hours	140 hours
15 to 19	6.15 hours	160 hours
20 to 24	6.92 hours	180 hours
25 or more	7.69 hours	200 hours

**Vacation Appropriation
Schedule – 51.9223 - Hour
Uniformed Members of the
Bureau of Fire and Rescue**

Total Years of Service	Accrual Rate Per Biweekly Pay Period	Vacation Rate Per Year
0 to 4	9.23 hours	240 hours
5 to 9	10.15 hours	264 hours
10 to 14	11.08 hours	288 hours
15 to 19	12.92 hours	336 hours
20 to 24	13.85 hours	360 hours
25 to 29	14.77 hours	384 hours
30 or more	15.69 hours	408 hours

Members of the Bureau of Fire & Rescue assigned from a 51.9223 hour week to a 40 hour week or a 40 hour week to a 51.9223 hour week shall have vacation leave credits

divided or multiplied respectively by the factor of 1.2981 at the time of such change of assignment.

Total Service

As used in this administrative rule, total service:

1. Includes time taken while on leave of absence without pay for military service or Family Medical Leave;
2. Includes time under temporary appointment considered upon permanent appointment to City service, and employment by the Portland Development Commission;
3. Includes any continuous absence because of injury in the line of duty. For employees in the Bureau of Fire and Rescue and in the Bureau of Police, total service shall include any time on a leave of absence because of occupational or service-connected disability approved by the Fire and Police Disability and Retirement Fund Board if, after that absence, the employee returns to his duties on a full-time basis for a continuous period of at least 30 days;

Except as provided in paragraph (3) of this Subsection, total service excludes time in City service for which an employee receives pension benefits.

Vacation Accrual for Job Sharing Employees

Benefits eligible job-share employees who share a full-time position and serve for 36-40 hours each pay period shall be allowed one-half the accrual rates outlined in Vacation Appropriation Schedule for full-time employees. Vacation may be used:

1. for non-represented employees, after 173 hours of continuous job sharing employment;
2. for employees represented in collective bargaining, after 1,040 hours of continuous job sharing employment

The progression to higher accrual rates will be based on years of service as indicated for full time employees in the vacation appropriation schedule, without regard to actual hours worked.

Vacation Accrual for Part Time Employees

Part-time employees who serve at least 40 hours but less than 72 hours each pay period shall accrue pro-rated vacation in accordance with the percentage of full-time work. Vacation may be used;

1. for non-represented employees, after 173 hours of continuous part-time employment;
2. for employees represented in collective bargaining, after 1,040 hours of continuous part-time employment, unless otherwise designated in a collective bargaining agreement.

The progression to higher accrual rates will be based on years of service as indicated for full time employees in the vacation appropriation schedule, without regard to actual hours worked.
