



**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**

Annual vacation leave for employees shall be computed on the basis of time actually served. 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.

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

Schedule for full-time personnel:

<b>Total Years of Service</b>	<b>Accrual Rate Per Biweekly Pay Period</b>	<b>Vacation Rate Per Year</b>
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 – 53 - Hour Uniformed Members of the Bureau of Fire, Rescue and Emergency Services**

<b>Total Years of Service</b>	<b>Accrual Rate Per Biweekly Pay Period</b>	<b>Vacation Rate Per Year</b>
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

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**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, Rescue and Emergency Services 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.

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**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 serving the number of hours equivalent to the time periods designated in the vacation appropriation schedule.

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**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 serving the number of hours equivalent to the time periods designated in the Vacation Appropriation Schedule.

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**Time Annual Vacation May Be Taken**

Vacation credits shall accumulate from the first day of employment. Vacation may be used by employees as follows:

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1. for non-represented employees, after continuous employment for one month;
  2. for employees represented in collective bargaining, after continuous employment for six months, unless otherwise designated in a collective bargaining agreement.

Under normal conditions, employees are expected to take their vacation in the calendar year following the year in which credits were earned. Vacation credits in excess of one year's earnings may be accrued. However, the total number of hours accrued at the end of the first pay period in January of any year cannot exceed an employee's vacation accrual for the preceding 24 month period (the accrual amount is determined based on the employee's accrual rate at the end of the first pay period in January).

For Directors listed below and for employees assigned as Assistant Chief in the Police Bureau and as Fire Division Chief, Fire Marshal or Deputy Fire Chief in the Bureau of Fire and Rescue the total number of hours accrued at the end of the first pay period in January of any year cannot exceed the employee's vacation accrual for the preceding 36 month period.

Chief Administrative Officer  
Purchasing  
Bureau of Financial Services  
Bureau of Human Resources  
Bureau of Technology Services  
Office of Neighborhood Involvement  
Office of Sustainable Development  
Office of Governmental Relations  
City Attorney  
Bureau of Environmental Services  
Portland Department of Transportation  
Transportation Engineering and Development  
Transportation System Management  
Bureau of Maintenance  
Bureau of Water  
Office of Cable Communications and Franchise Management  
Bureau of Development Services  
Bureau of Planning  
Bureau of Parks & Recreation  
Bureau of Emergency Communications  
Portland Office of Emergency Management  
Bureau of Police  
Bureau of Fire & Rescue  
Revenue Bureau  
Bureau of Fire, Police & Disability Retirement  
Bureau of Housing & Community Development

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**Leave in Excess of  
Maximum Accrual Hours  
For Workers'  
Compensation**

[See Administrative Rule on Workers' Compensation.](#)

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**Employment While on  
Vacation**

While on vacation, City employees shall not perform service for the City for compensation in any other capacity.

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**Transferred Employee**

When an employee is transferred permanently by promotion or otherwise from one bureau to another, the employee's vacation shall become the obligation of the bureau to which the employee transfers. Postponed holidays shall be treated in the same manner as accrued vacation.

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**Donation of Vacation Leave**

An employee, having a minimum of six months of city service, may voluntarily donate vacation leave in accordance with the [Administrative Rule on Catastrophic Leave](#).

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**Separation from Service**

All accrued, unused vacation must be paid out, as part of the final paycheck, to an employee who leaves City service for any reason. Employees who are leaving City service for any reason may not elect to use accrued vacation, rather than have their vacation paid out, to extend their employment with the City. For example, if an employee states they wish to resign at some date in the future but stay on City payroll using accrued vacation until that date, that request must be denied.

**Administrative Rule  
History**

Adopted by Council March 6, 2002, Ordinance No. 176302  
Effective April 5, 2002  
Revised: October 15, 2002  
Revised July 1, 2004  
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Revised July 9, 2007

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