

CITY OF LAS VEGAS
ADMINISTRATIVE REGULATION



SUBJECT: Sick and Vacation Leave Accrual Policy

ADMINISTRATIVE NUMBER: A-25-265
REVISION: N/A
SUPERSEDES: N/A
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APPROVED BY:

Tim Montgomery, City Manager

I. PURPOSE: This policy is established to set a maximum allowance of sick and vacation leave accrual.

II. OBJECTIVE: The cap on accrual of leave will help maintain a steady and more effective budget within City departments.

III. Sick Leave:

A. Regular full-time status employees, probationary employees and department directors accrue eight (8) hours of sick leave per month (four (4) hours per pay period). Maximum accrual allowed shall be six hundred (600) hours.

B. Part-time employees will accrue time at a rate of 0.0255 for every hour worked.

Example: 19.5 hours x 0.0255 = 0.50 hours per pay period.

Part-time employees shall not accrue more than one and one-half (1.5) hours per month. Maximum accrual allowed shall be eighteen (18) hours.

IV. Vacation Leave:

A. Regular full-time status employees and probationary full-time status employees will accrue vacation leave according to the schedule below:

(1) Regular full-time status employees with one (1) to sixty (60) months of service (one (1) to five (5) years) shall accumulate eight (8) hours vacation leave per month.

(2) Regular full-time status employees with sixty-one (61) to one hundred and eighty (180) months of service (five (5) to fifteen (15) years) shall accumulate ten (10) hours vacation leave per month.

(3) Regular full-time status employees with one hundred and eighty-one (181) months and over of service (fifteen (15) years and over) shall accumulate twelve (12) hours vacation per month.

Regular status employees shall be allowed to accumulate up to two hundred and forty (240) hours of vacation leave equal to thirty (30) working days.

Department Directors shall accumulate twelve (12) hours vacation leave per month equal to eighteen (18) working days per year regardless of seniority. Department Directors shall be allowed to accumulate up to three-hundred and twelve (312) hours of vacation leave equal to thirty-nine (39) working days.

Scheduling of sick leave and vacation leave shall remain in compliance and be followed accordingly with the City of Las Vegas Personnel Rules and/or the American Federation of State, County and Municipal Employees (AFSCME) Bargaining Unit Agreement and/or the International Association of Firefighters (IAFF) Bargaining Unit Agreement and/or the Fraternal Order of Police (FOP) Bargaining Unit Agreement.

All other processes, procedures and guidelines regarding sick and vacation leave must be followed accordingly to the Personnel Rules and/or the above mentioned Bargaining Unit Agreements.