



## **Holidays, Vacation, Sick Leave, FMLA, Military, Jury, Voting, and Bereavement**

### **Personnel Policies**

6 LEAVE: Holidays, Vacation, Sick Leave, FMLA, Military, Jury, Voting, and Bereavement

#### **Last Revision:**

01/01/2026

#### **Original Effective Date:**

07/01/2006

#### **Summary of Changes:**

RES 25-52

Deleted 0-3 Years of Service for 40-hr employees

Changed 3-5 Years of Service to 0-5 Years of Service

## **HOLIDAYS**

### **Observation of Holidays**

When a holiday falls on a Sunday, it will be observed on the following Monday. When a holiday falls on a Friday or Saturday, it will be observed the previous Thursday.

### **Winter Break**

For non-essential personnel the City will be closed at 12 p.m. on December, 24 through January 1 and will reopen the first business day after January 1.

## **VACATION**

### **Vacation Time**

Vacation time will be accrued based on length of continuous regular full-time employment and active paid status. Part-time and seasonal employees do not accrue paid vacation time.

**The following is the vacation years of service accrual schedule for all regular 40-hour week, full-time employees:**

<b>Years of Service</b>	<b>Annual Maximum Accrual Hours</b>	<b>Maximum Hours Carried Forward Year to Year</b>
<b>0-5</b>	<b>112</b>	<b>160</b>
<b>5-10</b>	<b>144</b>	<b>200</b>
<b>10-15</b>	<b>168</b>	<b>240</b>
<b>15+</b>	<b>192</b>	<b>280</b>

### **Vacation Years of Service Accrual**

- a. Regular full-time employees, who separate from the City of Maricopa employment, shall be paid for unused Vacation Time if they have worked a minimum of 6 months.
- b. Employees hired on or before November 15, 2019 who have in excess of the maximum hours to be carried forward on December 31 of each calendar year will be paid for any excess amount of leave.
- c. The calculated excess amount will be paid on the first full pay period of the new calendar year. Employees must have taken at least 80 hours of vacation during the calendar year to be eligible for this excess amount to be paid out.
- d. Employees hired after November 15, 2019 who have an excess of their maximum carryforward hours on December 31 will lose any hours over their maximum carry forward amount.
- e. The City Manager is authorized to start new hires, rehires and promoted employees in a higher vacation accrual years of service category. Employees will advance based on the years of service designated by the City Manager.

### ***Examples:***

Employee starts at 4 years of service earning 112 hours per year. After being with the City for 1 year they would advance to the 5-10 years of service earning 144 hours per year.

*The same employee, after being with the City for 6 years they would advance to the 10-15 years of service earning 168 hours per year.*

## **SICK TIME**

### **Purpose of Sick Time**

Sick Time is a fringe benefit to be used when the employee or a family member of the employee for any medically related absence.

### **Accrual of Sick Leave**

Details for Sick Time accruals and procedures reference Administrative Policy

## **OTHER AUTHORIZED LEAVE**

The City of Maricopa authorizes the following types of leave in accordance with the corresponding federal and state laws:

Bereavement Leave

FMLA

Military Leave

Witness / Jury Duty

Voting Leave

### **Related Documents:**

<b>Document Type:</b>	<b>Document Name:</b>	<b>Document Number:</b>
Administrative Policies	Family Medical Leave Act	5 LEAVE: <a href="#">Family Medical Leave Act</a>
Administrative Policies	Part Time Employee Leave	5 LEAVE: <a href="#">Part Time Employee Leave Policy</a>
Administrative Policies	Vacation, Sick Time, and Leave	5 LEAVE: <a href="#">Vacation, Sick Time and Leave</a>
Resolution	RES 22-10 Administrative Policies	<a href="#">RES 22-10</a>

### **Authorizations and Sign-offs**

<b>Name:</b>	<b>Title:</b>	<b>Date Approved:</b>
Nancy Smith	Mayor	12/02/2025