5.13 Paid Time Off (PTO)
5.13(a) Accrual of Paid Time Off: Paid Time Off shall be credited to all* regular, full-time employees hired after January 1, 2008 or current full-time employees who elect to switch to PTO as follows:

Years of Service Accrual Per Pay Period
1 through 5 5.85 hours
6 through 10 7.38 hours
11 through 20 8.92 hours
21+ 10.46 hours

Permanent Part Time Employees will accrue PTO at the following rate:
For every 520 hours worked: 12 hours

*PTO accruals for employees within the City's public safety services (police and fire departments) shall accrue leave time at a higher rate based upon the need to staff emergency services 24/7/365. Any fulltime Police Officer, Firefighter/Paramedic, or Firefighter/EMT that is FLSA non-exempt will be required to work any regularly scheduled designated city holiday which would normally be observed as a paid day off. Fire department PTO accruals shall be modeled after the ratios set forth in the police department's collective bargaining agreement.

Fulltime Firefighter/Paramedic and Firefighter/EMT employees shall accrue PTO as follows:

Years of Service	Accrual Per Pay Period
1 through 5	8.34 hours
6 through 10	9.92 hours
11 through 20	11.46 hours
21+	13.00 hours

The maximum accrual of PTO shall be 480 hours. If an employee reaches this maximum (including any compensatory time), the employee shall not be credited with any additional accrual until such time as the employee reduces his/her PTO bank. An employee may elect to cash out 40 hours of PTO three times per year, but must have a minimum balance of 80 hours after the cash out. The employee shall notify his or her supervisor of this election.

PTO may be used in increments of one-half (1/2) hour. PTO requests will be made in writing to the employee's department head using the City's Personnel Action Request form. PTO requests of one (1) week duration or more should normally be made not less than thirty (30) days in advance. PTO request of four days or less can be made at any time but should normally be made 48 hours in advance. PTO requests shall be acted upon within five (5) days if made thirty (30) or more in advance and within two (2) days if made less than thirty days in advance. If two or more employees request PTO at the same time and staffing levels will not permit all requests, seniority shall prevail in granting the request of employees in like job classifications. An employee's scheduled PTO will not be cancelled during periods of normal operations of the City.

PTO time used for an employee's illness or for an illness in the employee's immediate family, shall be scheduled in advance when possible. The City recognizes that in certain instances it is impossible to schedule PTO in advance when an illness occurs. The City reserves the right to require a physician certification for PTO time used for illness, when in the discretion of the City; it is suspected the employee is abusing the benefits of PTO. Upon resignation or termination, an employee shall be paid for all unused PTO left at the time of separation from employment.