



CITY OF BEND

# Paid Vacation (Non-Rep)

## Policy No. HR-0902

### City Manager Administrative Policy

Bend Code Chapter 1.30.005 provides for 'City Manager Authority to Adopt Administrative Regulations, Policies and Guidelines.' All regulations, policies and guidelines adopted by the City Manager shall be consistent with the City of Bend Charter, the Bend Code, and Council ordinances.

The following policy conforms to the above stated standards.

Authorized by City Manager:

Signed by:

A handwritten signature of "Eric King" enclosed in a blue rectangular box.

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Eric King, City Manager

Reviewed by Legal Counsel:

Signed by:

A handwritten signature of "Ian Leitheiser" enclosed in a blue rectangular box.

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Ian Leitheiser, City Attorney

Dated: 12/12/2025

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## I. Purpose

Employees earn vacation time to allow for periods of time away from work for personal use, rest, and recreation.

## II. Policy Statement

Vacation time is accrued based on employment status and length of service. The City encourages employees to use their earned vacation time to recharge and maintain a work-life balance. Vacation time is to be scheduled and approved in advance by a supervisor or designee to ensure adequate coverage and continuity of operations.

## III. Scope

This policy applies to non-represented City of Bend employees in regular and limited-term status positions. Individuals in elected positions (i.e., not employees) or individuals in temporary status (including interns and retiree-rehires) are not eligible for vacation time.

Employees represented by one of the City's labor associations should refer to their respective **collective bargaining agreement** for information on vacation time.

## IV. Definitions

**Continuous Service:** Service unbroken by separation from City employment, calculated from date of hire in a regular position, also known as "service date".

**Date of Hire:** The date the employee begins their employment in a regular-status position (including limited term) with the City of Bend.

## V. Policy Terms & Provisions

### A. Vacation Accrual

1. Vacation accruals are earned based on years of continuous service, pro-rated for part-time employees:

Years of Continuous Service	Months of Continuous Service	Benefit
0-2	0-24	12 days (96 hours) per year
2-5	25-60	15 days (120 hours) per year
5-10	61-120	18 days (144 hours) per year
10-15	121-180	20 days (160 hours) per year
Over 15	181+	25 days (200 hours) per year

- a. Vacation accruals may vary from above based on an employee's signed Employment Agreement.
2. Vacation time is accrued each pay period and is available for use after it is credited to the employee's leave banks. Vacation time does not accrue during unpaid leaves of absence, unless otherwise required under law.
3. Vacation time is meant to be used. It is not meant to be banked; therefore, an employee's accrual balance may not exceed 400 hours. Excess accruals will be forfeited on a pay-period basis. Upon separation, a maximum of 240 hours of vacation time accruals will be converted to pay. Any amount exceeding 240 hours will be forfeited.

#### **B. Use of Vacation Time**

1. Employees wishing to use vacation time should request vacation hours following the department's request protocol and using the City's electronic timekeeping system as early as possible so arrangements for coverage can be made.
2. Employees and their supervisors should monitor use of vacation to ensure use of the benefit and avoid loss of accruals when balances go beyond the allowance.
3. FLSA non-exempt employees must use vacation time in no less than quarter-hour increments.
4. FLSA exempt employees are not required to use accrued vacation time if they are absent for less than half a day.
5. Use of vacation accruals of more than two weeks immediately preceding the separation date is not allowed.
6. Employee requests for continuous vacation of more than three weeks in duration must be reviewed by the Department Head with consideration to workload and coverage.
7. Departments may have specific rules and policies regarding scheduling vacation time and notice requirements.

#### **C. Vacation Buy-Back**

1. Vacation buy-back allows employees to receive pay for up to 80 hours of their vacation time accruals. Vacation buy-back is subject to Department Head and City

Manager approval and must be requested in writing by November 30 of each calendar year.

2. To qualify, employees must have used and/or have approved time off requests of at least 40 hours of vacation in a calendar year and retain a balance of at least 80 hours of vacation in their accrual banks at the time of payout (December 15).



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