



CITY OF PROVIDENCE

4.9 PAID TIME OFF POLICY

Purpose

This policy is designed to ensure that employees of the City of Providence are informed of how their paid time off such as vacation, PTO, floating holiday, sick, holiday and other like time is accrued, granted, requested, and may be discharged.

Scope

This policy applies to all full-time employees of the City of who have vacation, PTO, floating holiday time in accordance with the information included herein. Not all employees will qualify for these benefits based on either their employment status, bargaining group, and/or position.

Nothing in this policy shall supersede, modify, or diminish any rights, benefits, or obligations contained within applicable collective bargaining agreements (CBAs) or laws. In the event of a conflict between this policy and a CBA, the CBA shall prevail for covered employees. For all other employees not covered by a CBA, this policy shall govern. Please see your collective bargaining agreement (CBA) for details.

Policy

1. Vacation Accrual and Eligibility

- A. Annual vacation time for employees is calculated based on an employee’s time actually served, dependent on the number of years of total service to the city as a permanent employee.
- B. If in a calendar year, an employee has attained the number of years of service outlined below, then beginning on the employee’s anniversary date of that year, the employee will accrue vacation time at the rate indicated in the following schedule:

Full-Time Employees, Non-Union - 35 Weekly Hours	
Years of Service	Vacation Weeks per Year
6 Months	1 Week
1 to 5 Years (Hired after 7/1/87)	2 Weeks
1 to 5 Years (Hired before 7/1/87)	3 Weeks
6 to 10 Years	3 Weeks
11 to 15 Years	4 Weeks
15 or More Years	5 Weeks

Full-Time Employees, Local 1033 - 35/40 Weekly Hours	
Years of Service	Vacation Weeks per Year
6 Months	1 Week
1 to 5 Years (Hired after 7/1/87)	2 Weeks
1 to 5 Years (Hired before 7/1/87)	3 Weeks
6 to 10 Years	3 Weeks
11 to 15 Years	4 Weeks
15 or More Years	5 Weeks



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Each employee is allowed to carry over earned but unused vacation time in the calendar year in which it was scheduled to be taken to a maximum accumulation of six (6) weeks or thirty (30) working days. Please see the collective bargaining agreement (CBA) for details.

2. **Vacation Carryovers and Caps**

- A. Each employee is allowed to carry over earned but unused vacation time in the calendar year in which it was scheduled to be taken to a maximum accumulation of six (6) weeks or thirty (30) working days.
- B. Once the cap is reached, no additional vacation will accrue until the balance is reduced.

3. **Request, Approval, and Usage Guidelines**

- A. Employees are encouraged to utilize the vacation time that they have accrued and should request the use of vacation time as far in advance as possible. Department directors may implement their own requirements for advance notice of vacation requests to align with their unique operational requirements.
- B. Department directors may institute their own procedure for vacation requests, such as a digital or print form, email, or scheduled calendar events, provided that all requests are consistent.
- C. Departmental procedures should be documented, posted, and available to all employees of the department.
- D. Supervisors will attempt to grant an employee their requested vacation time, in accordance with their director's procedures, departmental coverage, and operational needs.
- E. In the case of multiple vacation requests for the same time period, requests will be reviewed on a first-come, first-served basis.
- F. Requests for vacation are approved or denied at the discretion of a department director or their designee. An employee should not begin the use of vacation time without having received explicit approval from management.
- G. Vacation may be taken in one (1) hour increments.
- H. Exempt employees must use vacation time for absences exceeding 60 minutes during a scheduled workday.

4. **Transfer of Vacation from Other City Agencies**

- A. Employees who enter positions covered by these rules from other city agencies not covered by these rules (e.g., Providence Public Schools), and who had unused accumulated vacation credits at the time of their separation from such other agencies, may be allowed to transfer such unused accumulated vacation upon approval in writing by the department director and the Chief People Officer.
- B. This transfer of credit will be allowed provided that there has been less than a three (3) year break in service from the date of separation of the employment in such other agency, and provided that the employee has not already been compensated for such balance by the previous agency.
- C. The amount of vacation to be transferred shall be limited to the amount allowed for creditable service and limited by the carryover cap.

5. **Separation and Payout**

- A. Upon separation, employees will be paid for unused accrued vacation, up to the maximum carryover limit, unless otherwise restricted by state law and/or applicable collective bargaining agreement (CBA).
- B. Vacation balances must be verified and documented prior to final payroll processing.

6. **Paid Time Off (PTO) Benefit**



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- A. **Eligibility:** PTO is available only to non-union employees in positions of management or roles considered specialized by the unique nature of the job in conjunction with the substantial value to the operations of the City, authorized by the City Administration leadership, City Council leadership, and/or Chief People Officer as eligible for this benefit.
1. Eligible positions will be determined based on factors including but not limited to:
 1. job responsibilities
 2. qualifications and/or specifications
 3. difficulty and competitiveness to hire
 4. level of authority
 5. criticality to business operations
- B. **Allocation:** PTO is considered grant-based (given in an allocation) rather than accrual-based (earned over time), provided to an employee upon hire determined to be eligible by the department director with approval by the authorities listed in Section 7.A above. PTO time is available based on budget limitations and department directors should consider department operations.
- C. **Requests:** Department directors or designated supervisors will review and approve PTO requests from employees based on business needs and available resources. Consideration will be given to the criticality of the employees' role and the impact of their absence on operations. Employees should communicate their PTO needs in advance, and supervisors should provide timely feedback on approval status and any adjustments to planned time off.
- D. **Accrual Limits:** PTO is given as a one-time allocation upon hire. The maximum PTO authorization shall not exceed 70 hours.
- E. **Carryover:** Unused PTO will not be subject to carryover. While employees may maintain a balance of PTO between calendar years, PTO shall not exceed 40 hours in a given calendar year. Any remaining balance in excess of 40 hours by the end of the calendar year shall be forfeit.
- F. **Discharge:** Employees who have both a balance for vacation and PTO, when taking approved time off, shall first discharge vacation time before using PTO. Any remaining balance of PTO shall not be paid upon separation of employment.
7. **Floating Holiday**
- A. Employees are granted three (3) floating holidays at the start of each calendar year. Upon hire, new hires are given three (3) floating holidays
 - B. Floating holiday time may be discharged on an hourly basis and should always be requested as far in advance as possible.
 - C. Supervisors will attempt to grant an employee their requested floating holidays, in accordance with departmental coverage and operational needs. In the case of multiple floating holiday requests for the same time period, requests will be reviewed on a first-come, first-served basis.
 - D. Floating holidays must be used within the calendar year in which they are accrued and will not roll over.
8. **Sick**
- A. All employees regularly employed continuously for at least one (1) month shall be entitled to sick time with pay. Sick time will be granted for:
 1. Personal illness/ injury, medical appointments, and preventative health care,
 2. Family members illness/injury (family members must be in the residing household), and
 3. Quarantine/isolation when established by the Department of Health.
 - B. **Accrual Rate:** Employees will accrue sick time based on the rate of one (1) day per month.
 - C. **Personal time:** Employees may convert a maximum of two (2) sick days per fiscal year to personal days. These requests must be in advance to the department director and shall be in writing.



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- D. **Discharge:** Sick time shall not be discharged in periods of less than one (1) hour.
- E. **Accrual Limits:** Accumulated sick time shall not exceed one hundred thirty-five (135) days at one time. Any accrued sick time beyond this limit will not be carried over into the next accrual period.
- F. **Donation:** Employees may donate and receive sick time in compliance with City's processes.
 - 1. For Local 1033, please refer to the collective bargaining agreement for further information.
 - 2. For non-union employees please see the complete [Non-Union Sick Bank Policy](#).

9. **Compensatory Time**

- A. Local 1033 Bargaining unit members, excluding employees assigned to the Providence Police Control Center and Fire Dispatchers, assigned to a less than forty (40) hour work week, may elect to take compensatory time in lieu of being paid for overtime worked from thirty-five (35) to forty (40) hours provided that the department director and the employee are in agreement to the election of such time.
- B. Compensatory time cannot be carried over from one fiscal year to another unless the employee is denied a reasonable opportunity to discharge said time prior to the end of the fiscal year.
- C. **Accrual Rate:** Compensatory time is earned at the rate of one and one-half (1 ½) times their regular rate of pay for all such hours worked. Accumulate compensatory time shall not exceed one hundred and five (105) straight time hours.
- D. **Discharge:** Compensatory time shall not be discharged in periods of less than one (1) hour. Time must be scheduled and approved in advance by the employee's department director. Discharging compensatory time during the period of November 15th to January 5th must be submitted in writing by October 15th.
- E. **Carryover:** Compensatory time will only be granted carryover from one fiscal year to the next if the employee was denied a reasonable time frame to discharge the compensatory time, which can only be approved by the employee's department director.

10. **Summer Hours**

- A. Annually summer hours are from July 1st through August 31st.
- B. Utilizing a full day of paid time off will require the discharge of a full vacation, floating holiday, or personal day, as no loss of pay results from the early conclusion of the business day. As such, the discharge of any other amount of paid time, such as half days or early departures, must also account for the regular business day, regardless of summer hours.

11. **Jury Duty**

- A. An employee who is called for jury duty services in a court of law shall be excused from work for the days on which the employee services and shall receive, for each such day of jury service on which the employee otherwise would have worked, the straight time rate of pay for each hour of absences, less the amount received from jury duty.
- B. The employee will present proof of such services, and the amount received in compensation to mitigate any pay from the City.

12. **Fixed Time Off:**

Fixed time off refers to predetermined periods when the City is closed for holidays or scheduled breaks, such as year-end closures or summer shutdowns. Employees are notified in advance of fixed time off periods, which are established based on operational considerations and City traditions.

A. **Holidays:**

- 1. All employees shall be paid the regular rate of pay for each of the following:



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- New Year's Day
- Martin Luther Kings Jr.'s Birthday
- Presidents' Day
- Memorial Day
- Juneteenth
- Fourth of July
- Victory Day
- Labor Day
- Columbus Day
- Veteran's Day
- Election Day (November of each even year)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas

2. When a holiday falls on a Saturday, the City celebrates it on a Friday; when a holiday falls on a Sunday, the City celebrates it on a Monday.

13. **Essential Processes:**

A. **Payment Upon Separation:**

1. Vacation/ Floating Holiday time: Upon termination, retirement, or resignation from the City of Providence, employees are entitled to receive payment for accrued but unused vacation and float time.
2. Payment Timing: Payment for accrued time to be paid out will be included in the employee's final paycheck, which is typically issued on the next regular payroll date following the termination/separation date.
3. Sick time: Only Local 1033 union members and only upon retirement will a portion of sick time be paid out to the employee. At the rate of the first fifty (50) days at one fourth ($\frac{1}{4}$) the rate and days fifty-one to one hundred thirty-five (51-135) at half ($\frac{1}{2}$) the pay rate.
4. PTO: will not be paid out upon termination, retirement, or resignation.
5. Compensatory time: will not be paid out upon termination, retirement, or resignation.

B. **Expiration of Paid Time Off in Excess of Policy Maximums:**

1. Employees are encouraged to manage their accruals responsibly and plan their time off in consultation with their supervisors. Maximum accrual limits are established to maintain operational efficiency and employee health.
2. Accrual hours accrued in excess of the maximum allowable balance will expire as of December 31st, annually. Expiration of excess accruals serves to encourage employees to utilize their time off benefits regularly while maintaining a manageable accrual balance. Exceptions to the expiration of excess accruals may be considered under extenuating circumstances, subject to approval by the Chief People Officer (CPO/CHRO).

14. **Compliance**

- A. All employees are expected to adhere to the provisions outlined in this policy. Noncompliance with the policy—including failure to follow appropriate leave request procedures, abuse or misrepresentation of leave, falsification of documentation, or unauthorized absences—may result in disciplinary action, up to and including termination of employment.
- B. Suspected violations or concerns related to the misuse of leave, retaliation, or inconsistent application of this policy should be promptly reported to the Department of People and Culture. All reports will be reviewed and investigated as appropriate, and confidentiality will be maintained to the extent possible.
- C. Enforcement of this policy will be conducted in accordance with applicable laws, collective bargaining agreements, and internal disciplinary procedures.



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Related Policies:

Adverse Weather Policy

Time Clock Policy

Attendance Notification Policy

Leave of Absence Policy

Non Union Sick Bank Time Donation Policy

Other Related Information:

[Local 1033 Collective Bargaining Agreement](#)

Policy created to incorporate and replace the former Vacation Policy