


**ADMINISTRATIVE REGULATION**  
**Vacation Accrual to Sick Leave**

Number: AR-2016-048  
Eff. Date: May 4, 2016  
Supersedes: \_\_\_\_\_  
Date: May 3, 2016  
City Manager's Approval: 

**SECTION 1. PURPOSE**

Employees may request transfer of accrued vacation hours to their accrued sick leave hours. Vacation hours transferred to the accrued sick leave hours may not be transferred back to vacation hours in the future and all sick leave hours are subject to the restrictions defined in Sec 5.9 of the Personnel Policy.

Justification for the transfer may be varied but it is anticipated most frequently employees will request the transfer when their vacation hours are near the maximum accrual provided by Sec 5.5 of the Personnel Policy.

Vacation hours may be transferred at the request of the employee and approval of the City Manager with no limit on the number of hours but limited to four requests per calendar year. The maximum number of hours which may be accrued for sick leave is defined by Sec 5.10 of the Personnel Policy.

**SECTION 2. PROCEDURES**

Employees requesting transfer of vacation hours to sick leave accrual will submit a written request to the City Manager. Approved requests will be provided to the Finance Department to transfer the hours. Record of the transfer will be made to the employee's electronic file and will be reflected on the next pay check summary.

**SECTION 3. ACTION NECESSARY**

The email dated 05/03/16 along with attached Administrative Regulation will serve as acknowledgement to all City Employees. All employees have access to a City email address. All employees are responsible to check their city email during work hours and are accountable for items that are sent out via email.

The City of Aztec Personnel Policy and all current administrative regulations are available to employees on KIVA and from the Human Resource Department.