

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT

NUMBER

EFFECTIVE DATE

Assumption of Annual Leave
Accrual Rate

C-14

January 15, 2011

Prepared By: Human Resources & Risk Services

Approved By: Agnes Speight,
Assistant City Manager 

1.0 Purpose

To provide competitive benefits within the surrounding labor markets.

2.0 Policy

At the discretion of the City Manager, the annual leave accrual rate for a newly hired or promoted departmental manager and/or leadership team member will be based on prior years of full-time service within a governmental organization or in a position within the member's professional field.

The date for calculation of qualification for benefits shall be the date of first employment with a governmental organization or in a position within the member's professional field.

3.0 Scope

All departmental managers and/or leadership team members are covered by this policy.

4.0 Procedure/Policy

4.1 It shall be the responsibility of the newly appointed employee to supply the City of Wilson with written proof of prior years of full-time employment with a governmental organization or in a position within the member's professional field.

4.2 The employee's annual leave accrual rate will be adjusted from the time of hire /promotion to reflect the prior years of qualifying service.

4.3 The employee will not be permitted to accrue annual leave in an amount that exceeds the City's annual leave accrual schedule.