

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

---

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
Assumption of Annual Leave Accrual Rate	C-14	7/2020	1/2011

---

Prepared By: Human Resources

Approved By: Harry Tyson, Deputy City Manager

---

**1.0 Purpose**

To provide competitive benefits within the surrounding labor markets.

**2.0 Scope**

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

**3.0 Policy**

At the discretion of the City Manager, the annual vacation 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.

**4.0 Procedures**

- 4.1 It shall be the responsibility of the newly hired/promoted 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 vacation 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 specified in City policy *C-7: Personal Leave Time*.