

## Vacation

The Port Authority provides paid vacation time to regular full-time employees at accrual rates determined by the employee's full years of service with the Port Authority. Vacation time accrues at the applicable rate for up to a maximum of seventeen (17) pay periods each year.

**Vacation accruals for Port Authority employees except firefighter personnel are determined as follows, or as otherwise determined by the Executive Director:**

Years of Service	Accrual Per Pay Period	Maximum Vacation Accrued Per Year	Maximum Accumulation
Less than 5	4.71 hours	80 hours	160 hours
Over 5/Less than 10	7.06 hours	120 hours	240 hours
Over 10/Less than 15	9.41 hours	160 hours	320 hours
Over 15	11.76 hours	200 hours	400 hours

**Vacation pay accruals for firefighter employees are determined as follows:**

Years of Service	Accrual Per Pay Period	Maximum Vacation Accrued Per Year	Maximum Accumulation
Less than 5	6.59 hours	112 hours	224 hours
Over 5/Less than 10	9.88 hours	168 hours	336 hours
Over 10/Less than 15	13.18 hours	224 hours	448 hours
Over 15	16.47 hours	280 hours	560 hours

Vacation pay begins to accrue with the first day of employment, but vacation pay cannot be used until completion of the employee's initial introductory period. Vacation pay may not be used in less than half-hour increments.

The Port Authority requires that any request for vacation time be approved in advance by an employee's supervisor or manager.

If an employee is scheduled to work and personally elects, due to weather or other circumstances, to be absent from work, he or she must use accrued vacation time for such hours not worked.

Upon the retirement, layoff, discharge, or death of an employee, except as described immediately below, the Port Authority pays the employee (or his or her beneficiary, if applicable) for all unused, accrued vacation time at the employee's then-current pay rate. In addition, except as described immediately below, if an employee submits written notice of voluntary resignation to his or her immediate supervisor or manager and to the Human Resources Department at least two weeks prior to last date of employment, the Port Authority pays the employee for all unused, accrued vacation time, up to the maximum allowable, at the employee's then-current pay rate.

If an employee has not completed his or her six-month introductory period, or if employment is terminated as a result of an employee's gross or willful misconduct, the Port Authority does not pay for unused accrued vacation time upon termination of employment.