



Legislation Details (With Text)

**File #:** 44256      **Version:** 1      **Name:** Vacation benefits for probationary employees  
**Type:** Ordinance      **Status:** Passed  
**File created:** 8/29/2016      **In control:** BOARD OF ESTIMATES (ended 4/2017)  
**On agenda:** 9/20/2016      **Final action:** 9/20/2016  
**Enactment date:** 9/30/2016      **Enactment #:** ORD-16-00083

**Title:** Amending Section 3.32(6)(a) of the Madison General Ordinances to provide that employees serving a probation period greater than six months may use 50% of their starting vacation balance after completing six months of probation.

**Sponsors:** Paul R. Soglin

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
9/20/2016	1	COMMON COUNCIL	Adopt	Pass
9/12/2016	1	BOARD OF ESTIMATES (ended 4/2017)	RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER	Pass
9/6/2016	1	COMMON COUNCIL	Refer	Pass
8/30/2016	1	Attorney's Office/Approval Group	Referred for Introduction	

**Fiscal Note**

No fiscal impact.

**Title**

Amending Section 3.32(6)(a) of the Madison General Ordinances to provide that employees serving a probation period greater than six months may use 50% of their starting vacation balance after completing six months of probation.

**Body**

DRAFTER'S ANALYSIS: Department and Division Heads have the discretion, with CG18 or CG44 employees, to start an employee with greater than 10 days vacation. This occurs in higher-level professional positions where a 12-month probation period is common and appropriate. Vacation pay is considered wages and, like wages, must be paid out when earned. An employee earns half of their total vacation time during the first six months of employment. There is no fiscal impact because an employee leaving City employment after six months would be entitled to a vacation payout equaling 50% of their starting vacation balance.

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The Common Council of the City of Madison do hereby ordain as follows:

Subdivision (a) entitled "Eligibility" of Subsection (6) entitled "Vacation" of Section 3.32 entitled "Absence of Employees from Duty" of the Madison General Ordinances is amended to read as follows:

"(a) Eligibility. All City employees who have completed an original probationary period shall be eligible to receive an annual leave of absence with pay to serve as vacation. However, employees who are required to serve a probationary period in excess of six (6) months shall be eligible to receive earned paid vacation leave after completion of six (6) months of probation, not to exceed ~~five (5) days~~ fifty percent (50%) of the employee's authorized starting vacation balance. In the event that an employee in a seasonal or hourly position who is otherwise ineligible to receive vacation shall move from the

status of seasonal or hourly to the status of permanent without an interruption of continuous service of more than two consecutive pay periods, then the employee so appointed shall upon completion of probation be credited for vacation leave of one (1) day for each two hundred eight (208) hours worked from the earliest date of employment followed by continuous service. This provision does not apply to crossing guards.”