



Accelerated Vacation Accrual Worksheet for New Hires

Candidate's Name:	Empid:
Position to be filled:	
Hiring Authority:	
Department:	
Bargaining Unit:	
City hire date:	

Former Employer	Job Title	Years of Relevant Experience
1.		
2.		
3.		
4.		
5.		
TOTAL		

Note: The above information will be used to assist in negotiating the overall determination of awarding accelerated vacation accrual for new hires to the City of Minneapolis.

At the discretion of the Appointing Authority, as defined under the Minneapolis City Charter, and in the process of negotiating the compensation package for the initial hire of new employees, new hires may be granted additional vacation accrual rate credit based on documented relevant work experience as determined by the Human Resources Department. Credit may be granted on a year-for-year ratio up to a maximum of twenty-one (21) days of vacation per year.

Please refer to collective bargaining agreements and/or Civil Service Rules to determine if the position for which the person is hired qualifies for accelerated vacation accrual. <http://citytalk/labor-agreements/>

Employee's Credited Continuous Service		Working Days' Vacation per Year
0 - 4 years	0 - 47 months	12 days
5 - 7 years	48 - 83 months	15 days
8 - 9 years	84 - 107 months	16 days
10 - 15 years	108 - 179 months	18 days
16 - 17 years	180 - 203 months	21 days

Hiring Authority:	Date:
HR Generalist:	Date:
HRG Final Approval:	# of Days: <input type="checkbox"/> Approved <input type="checkbox"/> Denied

Cc: HRTS@minneapolismn.gov
Employee Personnel File

Revised date: February 3, 2016