

LP-1: Vacation Leave

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SECTION I - POLICY

1. ENTITLEMENT:

- a. Vacation leave may be used by employees who have successfully completed their probationary period and who are regular full-time or regular part-time employees normally scheduled to work at least 15 hours per week.
- b. Newly employed individuals hired in or before the 15th day of hire month accrue vacation leave for the first day of that month. Individuals hired after the 15th day of the hire month begin accruing vacation leave on the first day of the next month.

2. ACCURAL RATE:

- a. Leave year. The leave year (begins on the first day of the first full pay period in January) runs from January 1st through December 31st.
- b. Vacation leave accrues at the rate indicated below. (Part-time employees can earn vacation leave on a pro-rate basis):

YEARS OF SERVICE

**NUMBER OF DAYS ACCRUED
PER CALENDAR YEAR**

Less than 10 years

Hours employee is normally scheduled to work in one regularly scheduled workday or a maximum of 12 hours per day, whichever is less each month.

- (a) 12 hour rotating shift = 8
- (b) 14 day work cycle = 8
- (c) 40 hour work week = 8
- (d) 35 hour work week = 7
- (e) 30 hour work week = 6
- (f) Part-time regular = 4
- (g) 24 hour rotating shift = 11

10 years or more

1 1/3 times the hours an employee is normally scheduled to work in one day or a maximum of 15 hours per day, whichever is less each month.

- (a) 12 hour rotating shift = 10.64
- (b) 14 day work cycle = 10.64
- (c) 40 hour work week = 10.64

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- (d) 35 hour work week = 9.31
- (e) 30 hour work week = 7.98
- (f) Part-time regular = 5.32
- (g) 24 hour rotating shift = 14.66

ACCUMULATION.

- a. Elected officials and magistrates do not accumulate vacation leave.
- b. No more than 240 of unused vacation leave may be carried forward from one calendar year to the next. Part time employee's unused vacation leave will be carried forward on a pro-rata basis.
- c. Employees are not required to use vacation leave during the year that it was accrued.
- d. Upon separation from employment, vacation leave accrued by an employee, up to a maximum of 240 hours, shall be liquidated by a lump sum payment at his regular rate of pay.
- e. When recognized holiday falls during a vacation leave period, that day will not be counted as a day of vacation leave.
- f. An employee accrues full vacation leave credit for any month (pay period) in which they are in pay status for at least half of that period. **Employees absent from work for any reason, without pay, for more than half of a particular month shall not earn credit for paid vacation for that month.**

SECTION II – PROCEDURES

4. GRANTING OF VACATION LEAVE TO EMPLOYEES.

- a. An application for a vacation leave form should be submitted in advance through an employee's department head. Vacation leave shall be charged in units no less than .25 of an hour.
- b. In an emergency or when circumstances make a written/advance request impractical, a verbal request and approval may be made. Documentation must be accomplished at the earliest practical time.
- c. Department heads:
 - (1) Are the approving authority for subordinate's vacation leave requests.
 - (2) Will designate a reasonable time frame for submission of vacation leave requests, taking into account work requirements, scheduling,

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and shift operations, etc. Normally, the employee should submit a vacation leave request at least 2 weeks in advance of when the vacation leave is scheduled to begin.

- d. The County Administrator or Deputy is the vacation leave approving authority for department heads.
- e. Approved vacation leave request forms will be forwarded with the appropriate time sheet.
- f. When there is a conflict in the vacation choices of two or more employees, the department head will determine which request will be granted.
- g. All exempt employees' request for vacation shall be documented on an Absentee Report and after approval from the County Administrator or designee shall be submitted to the Human Resource Department. Exempt salaried employees must report annual leave hours for absences of one or more full days.