



# PERSONNEL RULES AND REGULATIONS

<b>RULE 12:</b> <i>Types of Leave</i>	<b>APPROVED:</b> <b>REVISED:</b>
<b>REGULATION 2:</b> <i>Vacation</i>	<b>Pages:</b> 1 of 2

## Section 1: Introduction

Vacation Leave is provided for the purpose of rest and relaxation, and it serves as a planned interruption from work as well as for attending to personal affairs. Vacation Leave should ordinarily be taken within 12 months of the date earned. Requests for Vacation Leave will be denied when employees do not have sufficient accrual balances at the time of request, unless authorized by the Department Head.

Length of service requirements for increased Vacation Leave and for other purposes, as specified in the PRR, shall be based upon the employee's continuous service with the County.

## Section 2: Vacation Leave Accruals

Years of Service	Accrual Per Pay Period	Annual Accrual
1 – 5 years	3.385 hours	88 hours
6 – 9 years	4.923 hours	128 hours
10 years	5.230 hours	136 hours
11 years	5.538 hours	144 hours
12 years	5.846 hours	152 hours
13 years	6.153 hours	160 hours
14 years	6.461 hours	168 hours
15 – 19 years	6.769 hours	176 hours
20 – 24 years	7.231 hours	188 hours
25 – 29 years	7.538 hours	196 hours
30 or more years	7.846 hours	204 hours

## Section 3: Provisions

- A. Employees serving their Initial Probationary Period shall earn Vacation Leave from their date of employment but cannot take such leave until they complete this probation, unless approved by their Department Head. Temporary, seasonal, emergency, provisional, and casual employees shall not be eligible for Vacation Leave.
- B. Vacation Leave accrual shall be on a continuous basis each pay period where employees have been in an active status. Part-Time employees, in an active status, shall accrue Vacation Leave at the "Accrual Per Pay Period" level associated with their years of service (as outlined in Section 2) for every 80 hours worked.



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- C. Vacation may be taken in 15 minute intervals (0.25 increments) up to the maximum amount accrued. In order to encourage the use of Vacation Leave, employees may accrue a maximum of 360 hours. Once the maximum is reached, no additional accruals will occur until the balance drops below the maximum.
- D. Exempt employees reaching 120 hours of accrued Vacation Leave may convert up to 80 hours of Vacation Leave into compensation at a 1:1 ratio once per fiscal year.
- E. Employees on a certified Family and Medical Leave of Absence (FMLA) shall continue to accrue Vacation Leave even if they are not in an active status.
- F. Employees are not permitted to receive vacation pay along with other types of pay for the same overlapping time period (i.e., 8 hours of regular pay and 8 hours of vacation pay for the same day).
- G. Upon mutual agreement between the employee and the Department Head, the amount of vacation leave used may be adjusted to meet the required hours of the regular scheduled workweek.
- H. Employees who are ill during their Vacation Leave will not be permitted to exchange Sick Leave for Vacation Leave, unless substantiated by health care provider documentation or as required by law.
- I. Officially designated holidays falling within a period of vacation leave shall not be counted against vacation leave.
- J. Unused Vacation Leave shall be paid upon separation.

## **Section 4: Vacation Scheduling**

Vacation Leave shall be requested and approved in advance of its use, except in circumstances beyond employees' control. The Department Head shall schedule Vacation Leave in accordance with the department's operating requirements, and insofar as possible, to coincide with employees' requests.

The Department Head has the right to cancel and/or adjust vacation schedules due to unforeseen circumstances based upon the needs of the department. The Department Head will make every effort to reschedule the affected employees' vacation in collaboration with them.