

## Leave Benefits - Vacation

Policy Number: 175

Employees are encouraged to take annual vacations. In all instances, each employee shall be entitled to the maximum number of working hours for vacation leave according to their years of employment as specified herein. Any hours not taken as annual vacation by year's end shall be allowed to accumulate to a maximum of two hundred and seventy-two (272) hours and shall be in lieu of vacation leave upon termination of employment as provided below. When employment is terminated for any reason, voluntarily or otherwise, the employee shall be paid for any annual, earned, unused vacation leave to which they are entitled for that year up to the maximum number of hours allowable for their years of employment.

Employees, having successfully completed the probationary period, shall be entitled to earned annual vacation leave according to the following schedule:

<u>PERIOD OF EMPLOYMENT</u>	<u>VACATION LEAVE RATE</u>
During 1 <sup>st</sup> year	48 working hours per year
2 <sup>nd</sup> year	80 working hours per year
3 <sup>rd</sup> year through 5 <sup>th</sup> year	96 working hours per year
6 <sup>th</sup> year through 9 <sup>th</sup> year	112 working hours per year
10 <sup>th</sup> year through 14 <sup>th</sup> year	128 working hours per year
15 <sup>th</sup> year through 17 <sup>th</sup> year	160 working hours per year
18 <sup>th</sup> year and thereafter	176 working hours per year

For the purposes of both uses of vacation and compensation for vacation upon termination, employees shall accrue their vacation on a monthly basis to the date of termination. Vacation hours shall accrue during the employee's probationary period.

Each employee shall have the option of taking current and accumulated earned, unused vacation leave allowable prior to termination of employment and/or being compensated for same on date of termination. Any compensation for unused vacation shall require prior approval by the County Board.

The provision for accumulation of unused vacation leave shall begin January 1992 with maximum initial accumulation not to exceed any earned, unused vacation leave, which was not taken the previous year.

All requests for annual employee vacation leave shall be subject to Department Head approval with the expectation that employees will provide as much advance notification as is realistically possible.

When requests for annual vacation leaves are submitted in advance as outlined in paragraph above, Department Head approval shall be granted on a first request basis. However, in the case of simultaneous requests for vacation leave to be taken at the same time, the most senior employee shall be given preference. The Department Head shall have the discretion to deny annual vacation leave at a given time based upon the needs of the Department.

The purpose for advance scheduling of vacation leave is stated to be for assuring a continuous orderly office workflow and thereby help prevent any disruption of required work activities.

When a recognized legal holiday falls on a working day during an employee's vacation leave, the day of the holiday will not be counted as a day of vacation.

Vacation leave is granted for the purpose of employee recreation and no employee shall be permitted to waive vacations for the purpose of receiving double pay.

In cases where an employee is temporarily not working because of prolonged illness or injury and has exhausted their sick leave entitlement, the employee may be permitted to use part or all of their accumulated and current vacation leave entitlement for an extension of paid sick leave. In addition, pursuant to the Family and Medical Leave Act, the County shall require employees to exhaust all accumulated paid vacation leave during FMLA leave.

Part-time employees shall earn and be entitled to vacation leave benefits on a pro rata basis. Temporary, seasonal and clerk hire employees shall not earn nor be entitled to vacation leave benefits.

All vacation leave benefits accruing to an employee may be transferred from one department to another.

The appropriate payroll clerk will maintain records of leave balances. The Department Head will maintain records of overtime earned and used by their employees. Such records shall be maintained as prescribed by the County Auditor/Treasurer's Office and will be subject to audit. In case of dispute of the accuracy of these records, the decision of the County Board shall be final.