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POLICY:

It is the policy of the County to provide vacation leave with pay to employees in regularly established positions in accordance with the guidelines established below.

COMMENT:

- Effective January 2025, full-time employees will accrue paid vacation leave based on the number of budgeted hours in their work week according to the following schedule:

ACCRUAL RATES

Full Time Service	Days Per Year	37.5 Hour Week		40.0 Hour Week	
		Hrs/Yr	Hrs/Mo	Hrs/Yr	Hrs/Mo
1 yr to 4 yrs 12 months	10	75.0	6.25	80.0	6.67
5 yrs to 5 yrs 12 months	11	82.5	6.88	88.0	7.34
6 yrs to 6 yrs 12 months	12	90.0	7.50	96.0	8.00
7 yrs to 7 yrs 12 months	13	97.5	8.13	104.0	8.67
8 yrs to 8 yrs 12 months	14	105.0	8.75	112.0	9.34
9 yrs to 9 yrs 12 months	15	112.5	9.38	120.0	10.00
10 yrs to 10 yrs 12 months	16	120.0	10.00	128.0	10.67
11 yrs to 11 yrs 12 months	17	127.5	10.63	136.0	11.34
12 yrs to 12 yrs 12 months	18	135.0	11.25	144.0	12.00
13 yrs to 13 yrs 12 months	19	142.5	11.88	152.0	12.67
14 yrs (max accrual rate)	22	165.0	13.75	176.0	14.67

- When establishing the accrual rates as reflected above, service credit will be considered for prior governmental service to include local, state, or federal service inclusive of prior active duty military service. Service credit will be awarded, on a year for year basis, for individuals who possess five (5) or more years' of combined prior service in a full-time position. Prior service credit will be granted to non-union employees who submit a letter of verification of prior service at time of hire. The letter of verification needs to be on official letter head or other recognized governmental document and identify the dates of service in a full-time position. The prior service credit will be capped at up to five additional days for a maximum total accrual of 15 days per year. After service credit is applied, the annual progression in the accrual table will continue up to the maximum accrual rate identified above, not to exceed 22 days per year.
- Part-time employees and temporary employees are not eligible to accrue vacation leave. Employees who transfer from a full-time position to a part-time position will no longer be eligible to accrue vacation leave. They will remain eligible to use accrued leave while in the



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part-time position.

4. New employees may use vacation after it is accrued. No employee may use vacation leave in advance of it being accrued. Accrued vacation is credited after the end of each month, and is added to the employees' account on or after the first of the following month. In order to accrue vacation for that month, an employee must be employed for the full month and work at least one-half of the budgeted hours in the month or be in a paid leave status. Donated sick leave and approved administrative leave with pay are excluded from the accrual calculation.
5. Authorized vacation hours shall be counted as time worked for the purpose of computing overtime pay eligibility.
6. Employees hired prior to October 1, 2011, will earn vacation monthly, in hourly increments, and may carry over unused vacation from year to year up to a maximum of 75 days. Any vacation time accrued over 75 days during the calendar year must be used by December 31 of that calendar year. On January 1 vacation balances exceeding 75 days will be rolled back to the 75-day maximum. Employees hired on or after October 1, 2011, will earn vacation monthly, in hourly increments, and may carry over unused vacation from year to year up to a maximum of 30 days. Any vacation time accrued over 30 days during the calendar year must be used by December 31 of that calendar year. On January 1 vacation balances exceeding 30 days will be rolled back to the 30-day maximum.
7. Vacation leave may be taken after approval by the manager or supervisor. Employees are encouraged to take their vacation in increments of five working days or more. It may be requested in increments as small as one hour.
8. Employees shall not be paid for earned vacation leave in lieu of taking the leave, except upon termination of employment. In no event will an employee be paid for more than 75 days (if hired prior to October 1, 2011) or 30 days (if hired on or after October 1, 2011) of vacation leave upon termination of employment. Earned vacation leave for employees who die while in County employment shall be paid to the same beneficiary as is designated for the life insurance benefit.
9. When a County observed holiday falls within an authorized vacation leave period, that time shall be charged as holiday pay, and vacation leave will not be charged.
10. Vacation leave will always be paid at the employee's pay level at the time the vacation is used.