



ADMINISTRATIVE POLICY MANUAL	SECTION Personnel	NUMBER AM-502.1	EFFECTIVE DATE 10-01-11
	SUBJECT Vacation Leave		PAGE 1 OF 2

POLICY:

It is the policy of the County to grant annual vacations with pay to permanent full-time and permanent part-time employees in accordance with the guidelines established below.

COMMENT:

1. Full-time employees hired prior to October 1, 2011, will accrue paid vacation leave based on the number of hours in their work week according to the following schedule:

Service		Days Per Year	ACCRUAL RATES		40.0 Hour Week	
			37.5 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)		20	150.0	12.50	160.0	13.34

Full-time employees hired on or after October 1, 2011, will accrue paid vacation leave based on the number of hours in their work week according to the following schedule:

Service		Days Per Year	ACCRUAL RATES		40.0 Hour Week	
			37.5 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 (max rate)		15	112.5	9.38	120.0	10.00



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2. Part-time employees are entitled to vacation accrual on a pro-rata basis. Part-time employees hired on or after June 22, 2001, and temporary employees shall accrue no vacation leave.
3. New employees may use vacation after completing their new hire probation. No employee may use vacation leave in advance of it being accrued. Accrued vacation is credited at the end of each month, and is shown on the payroll prelist for the pay period ending on or after the first of the following month.
4. Authorized vacation hours shall be counted as time worked for the purpose of computing overtime pay eligibility.
5. 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.
6. Vacation leave may be taken after approval by the division head. Employees are encouraged to take their vacation in increments of five working days or more. It may be charged in increments as small as one hour.
7. 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.
8. 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.
9. Vacation leave will always be paid at the employee's pay level at the time the vacation is used.

JOSEPH A. BAIRD

*Joseph A. Baird*

DATE *11-8-11*