

VACATION LEAVE POLICY

Vacation eligibility is awarded each July 1st following the date of hire. The employee is eligible to use as much vacation time as has been earned at that time the vacation request is made.

0 thru 6 months	None
7 months to next July 1 st	Up to a maximum of two weeks (10 days), based on one day earned for each full month of service retroactive to the hire date.
2 thru 5 years of service	Three weeks (15 days)
6 thru 10 years of service	Four weeks (20 days)
11 thru 20 years of service	Five weeks (25 days)

Employees working less than 40 hours per week shall receive vacation time, based upon their average work week, on a pro-rata basis.

Effective June 30, 2023 The total accrued vacation time for all Management and Professional employees shall not exceed 240 hours on June 30th each fiscal year. Accrued vacation time in excess of 240 hours shall be used by December 31st of the fiscal year in which the excess occurs. Failure to do so will result in forfeiture of the unused excess hours. Employees are encouraged to use vacation time during the year accrued.

Requests

Vacation requests shall be made in writing to employee's Department Head. Vacation time must be scheduled in advance and with prior written approval. Written request submitted as early as possible, but no later than three weeks prior to the requested time off dates. In the event three weeks' notice is not feasible, the requested time off will be approved if coverage is available based on the departments needs. Conflicting vacation requests shall be resolved based on seniority or the employee who makes the earliest request, provided that no employee shall have his/her vacation time bumped by another employee once it has been approved.

Separation from Employment

Upon separation from employment, including termination, retirement, resignation, or death, an employee or the beneficiary of the deceased employee shall be paid an amount equal to the employee's accrued vacation time.

Other Uses of Vacation Leave

Sick leave used in excess of that authorized may be charged to vacation with written notice of such a use provided to the department head, employee, and Personnel Director.

Additional Vacation Days

An employee shall be granted another day of vacation, if while on vacation leave a designated holiday occurs. On declared emergency days no additional vacation will be earned as a result.

This Policy replaces section 10.0 in the Personnel Manual. The Personnel Board adopted this policy on February 17, 2023, and effective date will be 6.30.2023.



John Schilling

3/24/2023
Date



Christine Redfield

3/24/2023
Date



Marilyn Wortman

3/24/2023
Date