



EMPLOYEE MANUAL	
Title: VACATION	
Policy No.: 15.0	Section Nos.: 15.0 – 15.6
Approval Date: June 2020	Effective Date: June 2020
Approved By: Board of Directors	

15.0 VACATION

Paid vacations are granted to allow employees a period of rest and relaxation away from the job. Employees are encouraged to utilize their vacation time to provide themselves an extended period away from the job so that they can enjoy the full benefit of the time off. No employee may take vacation longer than the period he or she has accumulated. Vacation hours will be charged according to the number of hours the employee is scheduled to work on the day(s) the employee is on vacation.

15.1 Vacation Entitlement

Temporary and part-time employees are not entitled to vacation benefits. All full-time employees shall be eligible for vacation accrual on the first day of the first pay period after employment begins.

Scheduling of vacation time will be at the discretion of the appropriate supervisor. Every effort will be made to accommodate the employee's wishes within the constraints imposed by the Agency's operational requirements.

15.2 Vacation Accrual

Eligible employees accrue vacation only during periods of active duty. Employees do not accrue vacation during unpaid leaves of absence or other periods of inactive service. Vacation accruals recommence when the employee returns to work. Thus, an employee will accrue vacation on a pro-rata basis for a year in which a full-time employee is in an unpaid status for a portion of the year.

Length of Service		Vacation Allowance per Year	Vacation Cap	Bi-weekly Accrual Rate*
Months	Years			
0 to 60 months	0 through 5 years	80 hours	200 hours	3.08 hours
Over 60 to 120 months	Over 5 years through 10 years	120 hours	300 hours	4.62 hours
Over 120 months and greater	Over 10 years and greater	160 hours	400 hours	6.15 hours

* Rounded for ease of reading – not an additional entitlement.

15.3 Mandatory Vacation Cash Outs

Accrued but unused vacation will carry over into the subsequent year. Employees shall make good faith effort to use sufficient vacation hours such that accruals do not exceed the caps of two-and-a-half (2.5) times annual accrual. Continued failure to use vacation, without good cause, may be grounds for discipline. As of June 30 of any year, any amount of accrual over two (2.0) times the annual accrual will be cashed out as a non-discretionary cash disbursement. This disbursement shall be based on leave balances on June 30 of a year and



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will be paid out as soon as practicable, such that each employee’s accrual balance will be no more than two (2.0) times annual accrual at the beginning of the new fiscal year.

15.4 Coordination with Leave

Employees are required to substitute accrued vacation time for unpaid Family and Medical Leave, and to the extent such leaves apply, Temporary Disability Leave, Workers’ Compensation Leave and Military Leave. Employees are permitted but not required to use accrued vacation time for unpaid pregnancy disability leave.

15.5 Vacation and Paid Personal Leave at Separation

When an employee is separated from service, his or her remaining accrued but unused vacation and personal leave, if any, shall be added to his or her final compensation.

15.6 Holiday during Vacation

An employee on vacation when he or she would otherwise be entitled to a paid holiday will not be charged a vacation day for that holiday.