



Unified Government Human Resources Guide

Effective 01-01-14

VACATION

- I. General: It is the policy of the Unified Government to provide paid vacation for full-time regular and part-time A employees.
- II. Policy
 - A. Eligibility:
 1. Category 1 Employees
 - a. Full-time regular and part-time A employees shall accrue and accumulate vacation time for each minimum month worked. (See minimum month in 1.2—Definitions.)
 - b. Part-time A employees are eligible to accrue one-half the number of hours accrued by full-time regular employees.
 - c. Part-time B, temporary, and summer employees are not eligible to accrue vacation time. They may request that the supervisor arrange for them to have unpaid time off.
 2. Category 2 Employees
 - a. Full-time regular and part-time A employees shall accrue and accumulate vacation time for each minimum month worked, but shall not be eligible to use the accrued time until successful completion of the probationary period. (See minimum month in 1.2—Definitions.)
 - b. Part-time A employees are eligible to accrue one-half the number of hours accrued by full-time regular employees.
 - c. Part-time B, temporary, and summer employees are not eligible to accrue vacation time. They may request that the supervisor arrange for them to have unpaid time off.
 - B. Computing vacation: Vacation will be accrued on a monthly basis provided the employee has worked the required minimum month. Full time employees, 12 working days (96 hours) per calendar month; part-time A employees, 12 four-hour working days or (48 hours) per calendar month. Vacation will be applied to the vacation bank on the first day of the following month.



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Vacation Table: Category 1

DESCRIPTION	INITIAL YEAR**	YR 2	YR 3	YR 4	YR 5	YR 6	YR 7	YR 8	YR 9	YR 10	YR 11	YR 12	YR 13	YR 14	YR 15	YR 16	YR 17	YR 18	YR 19	YR 20+	
Full-time regular	Prorated	88	88	88	136	136	136	136	160	160	160	160	160	200	200	200	200	200	200	200	224
Part-time A	Prorated	44	44	44	68	68	68	68	80	80	80	80	80	100	100	100	100	100	100	100	112
Police Command	Prorated	120	120	120	160	160	160	160	160	160	160	200	200	200	200	200	200	200	200	200	240
Fire Command (24)	240	240	240	240	240	240	240	240	240	240	240	288	288	288	288	288	288	288	288	288	288
Fire Command (40)	120	120	120	120	160	160	160	160	160	160	160	216	216	216	216	216	216	216	216	216	240

**Category 1 employees hired in 2013 will receive the pro-rated amount of vacation on the first day of the month following the successful completion of their probationary period.

Employee vacation banks will be credited monthly on a pro-rated basis provided the employee works the minimum month.

Vacation Table: Category 2

DESCRIPTION	6 MOS**	YR 2	YR 3	YR 4	YR 5	YR 6	YR 7	YR 8	YR 9	YR 10	YR 11	YR 12	YR 13	YR 14	YR 15	YR 16	YR 17	YR 18	YR 19	YR 20+	
Full-time regular*	Prorated	80	80	80	128	128	128	128	152	152	152	152	152	192	192	192	192	192	192	192	216
Part-time A	Prorated	40	40	40	64	64	64	64	76	76	76	76	76	96	96	96	96	96	96	96	108
Full-time (24 hours)	216	216	216	216	216	216	216	216	216	216	216	264	264	264	264	264	264	264	264	264	264

*Police Command and Fire Command (40 hours) are included in Full-time regular.

**When the successful probationary period has been completed, the employee is awarded a pro-rated vacation amount for each minimum month completed.

Employee vacation banks will be credited monthly on a pro-rated basis provided the employee works the minimum month.

Vacation may be awarded before the completion of the probationary period, at the discretion of the County Administrator.

- C. The effect of absence, breaks in employment, transfers on accruing vacation time
 - 1. Absence
 - a. Paid absence: Vacation continues to be accrued at the regular rate.
 - b. Military Leave: Vacation continues to be accrued at the regular rate.



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- c. Unpaid leave for minimum month: Vacation time not accrued.
 2. A break in employment
 - a. Recall: The layoff shall be ignored in determining the vacation seniority date; however no vacation hours accrue during the period of a layoff.
 - b. Reemployment after being laid off for more than a year: Employee is treated as a new Category 2 employee.
 - c. Reemployment after being separated from employment: Employee is treated as a new Category 2 employee.
 - d. Military leave: Vacation continues to accrue during the period of military leave.
 3. A transfer: The full-time regular or part-time A employee who transfers to part-time B, temporary or summer status, after having completed at least 12 calendar months of service, shall not lose any accrued and unused vacation hours.
 - a. An employee who transfers positions or employee status during employment will remain in the same Category as the original hire date.
 - D. Using Vacation leave:
 1. Scheduling: Vacation must be requested in advance by the employee and approved by the department head. The department head shall schedule vacations, taking into consideration seniority within each classification for first choice of dates.
 2. Vacation may be used in increments of one-fourth hour.
 3. Vacation leave as FMLA leave: Accrued vacation leave may be used as all or part of the 12-week entitlement under the Family and Medical Leave Act of 1993. (See 5.6—Family and Medical Leave.)
 - E. Vacation carryover
 1. Category 1 Employees: An employee may carryover two years of accrued vacation, plus any vacation accrued in the current year.
 2. Category 2 Employees: An employee may carryover one year of accrued and unused vacation, so that on a given December 31, he or she may have available a maximum of one time the amount being accrued in the current calendar year.
 3. Excess vacation is any accumulation of vacation hours more than an employee's permissible vacation carryover as of December 31.
 - a. Any employee having excess vacation as of December 31, 2001, was permitted to place that time into a frozen bank for payout at separation. The bank is known as the "frozen excess vacation bank".



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- b. If an employee uses any hours in the frozen excess vacation bank, the hours may not be replenished.
 - c. Except as provided in this subsection, no excess vacation may be carried over to any following year. Excess vacation will be forfeited on each January 1.
 - d. No supervisor or department head shall grant permission to an employee to carry over excess vacation. The County Administrator has the authority to grant permission to an employee to carry over excess vacation only in extraordinary circumstances. Any excess vacation permitted by the Administrator to be carried over must be used within 90 days. No employee will be entitled to compensation for such carried over excess vacation at the time of separation or retirement.
4. The Payroll Department will delete excess vacation from each employee's time bank effective January 1 of each year.
- F. Effect of Transfer/Separation on vacation payout:
1. Transfer: upon approval of the Administrator, accrued and unused vacation may be:
 - a. transferred along with the employee to the new department, or
 - b. paid out in lump sum. (This is the responsibility of the former department)
 2. Except for the frozen vacation bank, no vacation balances will be transferred for an employee who is transferring to a sworn position in the Fire or Police Department. The former department is responsible for paying the employee at the time of transfer for all unused accrued vacation, including hours accrued in the current year.
 3. Separation from employment: The employee whose employment ends after he or she has completed at least one year of service:
 - a. may elect with the approval of the department head to use the number of vacation hours he or she has accumulated as of the date of separation, not including pro-rated vacation for the current year, or
 - b. shall be paid in lump sum for the accrued and unused hours as follows:
 - (1) any accrued and unused hours carried over on January 1 of the current year (Except for the frozen excess vacation bank, under no circumstances will an employee be paid for any excess vacation.); and
 - (2) hours accrued during each minimum month that the employee has worked or been on paid status during the current year; and
 - (3) The number of hours in the frozen excess vacation bank.



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RELATED POLICIES: 1.2 Definitions
 2.6 Selection/Transfer of Employees
 3.3 Separation from Employment
 5.6 Family and Medical Leave

RELATED FORM(S): Leave Request Form