

9. VACATION

- A. Full-time regular or limited-term employees shall accrue vacation benefits for each pay period of continuous service according to the following schedule:

Pay Periods	Vacation Credit	Maximum Accrual
0 through 78	3.08 hours	160
79 through 260	4.62 hours	240
Over 260	6.16 hours	320

Vacation shall accrue from the first pay period following the pay period in which the employee commenced continuous service. If the commencement date was the first working day of the pay period, vacation accrual shall start from such commencement date.

- B. Part-time regular or limited-term employees shall accrue vacation benefits in the same ratio to the vacation benefits received by regular or limited-term employees with like pay periods of consecutive service as the number of hours in the part-time work schedule is to the number of hours in the full-time work schedule.
- C. Absence without pay for more than sixteen (16) working hours in a pay period shall cause the pay period's service not to be counted toward earning vacation credit. No part-time employee shall earn vacation leave accruals during a pay period in which ~~he/she~~ the employee is absent without pay more than fifteen (15) percent of the scheduled working hours for that position.
- D. Employees terminating employment for reasons other than retirement may not use annual/vacation leave or compensatory time off as a termination date.
- E. Employees may not take earned vacation until completion of thirteen (13) pay periods of continuous service. After completion of thirteen (13) pay periods of continuous service, employees may take vacation as it is earned. Employees in classes with a twenty-six (26) pay period probationary period may take earned vacation after completion of thirteen (13) pay periods of continuous service. Once eligible, an employee may use vacation as an extension of sick leave.
- F. Each department head shall be responsible for scheduling vacations so as to achieve the most efficient functioning of the department and County service. No person may work for compensation for the County in any capacity during the time of his or her paid vacation from County service.
- G. Any employee separating from County service who has not taken earned vacation

shall receive the hourly equivalent of his or her salary for each hour of earned vacation, up to the end of the last full pay period worked. Payment shall be to the nearest one-tenth of an hour. Employees terminating from County service prior to becoming eligible to take earned vacation shall be paid for accrued vacation. If separation is caused by an employee's death, payment shall be made to the employee's estate.

- H. With the Department Head approval and authorization by the Director of Human Resources an employee who has separated service from the County and who was receiving pay in lieu of unused vacation may be re-employed by the County.
- I. With advance approval by the immediate supervisor, vacation benefits may be used to attend to emergency personal business in increments of one (1) hour or more. Employees are entitled to a reasonable expectation of privacy as to the specific nature of the emergency personal business. It is agreed that the nature of the emergency requiring personal leave may not permit more than minimal advance notice to the immediate supervisor.
- J. If a department head does not provide a specific time for use of vacation leave, an employee may, with fourteen (14) calendar days notice, as a matter of right, give written notice to the department head and take up to eighty (80) hours when accumulated vacation reaches the maximum earnable vacation accrual.
- K. Prior to the beginning of each calendar year, an employee wishing to cash out up to eighty (80) hours of vacation accruals, may make such a request between November 1 and by no later than December 20th of the preceding year. This election shall be irrevocable. Payment will be made upon the employee's request, before December 31 of the next calendar year, but no sooner than at the time the employee has accrued the number of vacation hours requested to be cashed out. Approval of such a request will be conditional upon the projection that the employee will reach the maximum vacation accrual based on the employee's years of service during the following calendar year and requires the employee to have taken at an equivalent amount during the prior twelve (12) calendar month period.