Vacations

Section 5.1

Dept: Human Resources

Revised: March 23, 2012

Eligibility
Regular employees who work a minimum of 20 hours per week, for at least 10 months of the year, are eligible for vacation leave.

Annual Vacation Levels
The amount of vacation that a non-exempt (02) employee receives in a year is prorated according to the employee's regularly scheduled weekly work hours and months per year. For example, a non-exempt (hourly) employee regularly working 40 hours per week, 12 months of the year will receive 80 hours of vacation leave per year, and an employee working 20 hours per week, 12 months of the year will receive 40 hours of vacation leave per year. At the anniversary of 5 years of service, the same 40-hour employee will begin to accrue 120 hours of vacation leave per year, and the 20-hour employee will begin to accrue 60 hours of vacation leave per year. At the anniversary of 15 years of service, the 40-hour employee will accrue 160 hours of vacation leave per year, and the 20-hour employee will accrue 80 hours of vacation leave per year.

An exempt (01) employee working 40 hours per week and 12 months of the year will receive 120 hours of vacation leave per year. At the anniversary of 15 years of service, the 40-hour employee will receive 160 hours of vacation leave per year. Executive-level employees receive 160 hours of vacation leave per year. Exempt employees working less than 40 hours per week will have their vacation accrual prorated in a similar fashion to non-exempt (02) employees.

Accrual Formula
Vacation leave is accrued per pay period. The per pay period accrual rate for a non-exempt (02) employee is calculated as follows: total hours of vacation per year (80 x Full-Time Equivalency), divided by 365 days per year, multiplied by fourteen days per pay period. For example, a full-time (40 hours/week), non-exempt (02) employee, who accrues vacation leave of 80 hours per year, accrues 3.06849 hours per pay period. The calculation formula is the same, but the vacation leave hours/year are prorated for 02 employees who work less than 40 hours per week and/or less than 12 months per year.

The pay period accrual rate for an exempt (01) employee is calculated as follows: total hours of vacation leave per year, divided by the number of pay periods per year. For example, an exempt (01) employee who accrues 120 hours of vacation per year, divided by 24 pay periods, accrues 5 hours of vacation leave per pay period.

Vacation leave is available to be taken as it is accrued.

Accrual Limit
Accrued vacation days must be taken throughout the year in accordance with work schedules and as approved by your supervisor. Vacation should be taken in the year in which it is accrued or taken during the following year.

The maximum amount of vacation leave that can be accrued at any time will equal two years’ total accrual. For example, a 40-hour employee, who regularly accrues a total of 80 hours (10 days) of vacation in a year, may not exceed a total accrual amount of 160 hours (20 days) of vacation. An employee, who regularly accrues a total of 120 hours (15 days) of vacation in a year, may not exceed
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a total accrual amount of 240 hours (30 days) of vacation. An employee, who regularly accrues a
total of 160 hours (20 days) of vacation in a year, may not exceed a total accrual amount of 320
hours (40 days) of vacation. For a 37½-hour employee, the three examples (above) would be
75/150; 112.5/225; 150/300.

If an employee’s total accrual reaches the allowable limit, no further daily accrual amounts will be
added to the total, until the employee’s accrual total falls below the limit (or, in other words, until
the employee takes some vacation and it is reported/recorded in the normal way).

Accrued and available vacation time is recorded at the bottom of each employee’s paycheck stub.

Vacation Usage
Non-exempt (02) employees may take vacation in ¼-hour increments. Non-exempt employees
mark their vacation in the appropriate manner on their regular time cards. Exempt (01) employees
may take vacation in either full-day (8 hours) or half-day (4 hours) increments. The 01 Paid Leave
Record should be marked with the proper number of vacation days and hours used and turned in to
Human Resources at the conclusion of the pay period in which the vacation was taken. Exempt
employees should only charge their accrued vacation if they perform no work on that particular day
or half-day.

All vacation, for both non-exempt and exempt employees must be scheduled and approved in
advance by the employee’s supervisor.

Holiday While on Vacation
In the event that an observed holiday occurs during your vacation, you are not required to use a
vacation day on that authorized holiday.

Illness While on Vacation
When a major illness or injury occurs during a vacation period and is documented by a physician,
available sick leave days may be substituted.

Accrual Payout at Termination
Terminating employees will receive vacation pay in accordance with the leave time records
maintained in Human Resources for any accrued but unused vacation, as of the last day of work.
Vacation leave may not be added to the last day of work to "extend" employment.