

POLICY 402: VACATION LEAVE

ADOPTED: AUGUST 3, 1988 (REVISED: JUNE 7, 2022)

Policy:

It is the policy of Lee County to afford the opportunity for all regular full-time and part-time employees to take annual vacations with pay in accordance with established guidelines. The purpose of vacation leave is to provide employees time away from normal work activities without loss of pay or benefits. Approved vacations are beneficial to the operation of Lee County and beneficial to its employees; therefore, each eligible employee is encouraged to take annual vacation leave.

402:1 GENERAL PROVISIONS

1. Supervisors are responsible for ensuring adequate staffing levels at all times.
 - a) Employees must submit vacation requests in advance to their supervisor. Failure to submit a vacation request in advance may result in the vacation being denied.
 - b) Supervisors shall schedule vacations according to the operational needs of the department and attempt to resolve any scheduling conflicts with the employees involved.
 - c) Management reserves the right to designate when some or all vacation leave may be taken.
2. Vacation hours are accrued based upon the employee's continuous years of service with the County and normal work schedule during the preceding year.
 - a) Regular Full-Time Employees –

Regular full-time employees normally scheduled to work forty (40) hours per week shall accrue vacation leave, and move to the next Years of Service Level on their anniversary date according to the following schedule:

YEARS OF SERVICE	ANNUAL VACATION HOURS	ANNUAL VACATION DAYS	YEARS OF SERVICE	ANNUAL VACATION HOURS	ANNUAL VACATION DAYS
0	120	15	13	180	22.5
1	124	15.5	14	184	23
2	128	16	15	192	24
3	132	16.5	16	196	24.5
4	136	17	17	200	25
5	144	18	18	204	25.5
6	148	18.5	19	208	26
7	152	19	20	216	27
8	156	19.5	21	220	27.5
9	160	20	22	224	28
10	168	21	23	228	28.5
11	172	21.5	24	232	29
12	176	22	25+	240	30

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- i) Regular full-time employees in positions normally scheduled to work greater or fewer than forty (40) hours per week shall accrue vacation leave days on a prorated basis calculated from the normal scheduled hours for the individual employee.
 - ii) When necessary to recruit and retain highly qualified employees, the County Manager or County Attorney or designee may apply a higher accrual rate from the schedule above.
- b) Regular Part-Time Employees –
- i) Regular part-time employees normally scheduled to work at least twenty (20) hours per week accrue vacation leave on a prorated basis calculated from the base hours normally scheduled for the individual employee.
 - ii) Regular part-time employees hired prior to October 1, 2010 and assigned to Bridge Operations in the Department of Transportation shall be exempted from the twenty (20) hours per week scheduling requirement in 402:1(2)(b)(i) due to the nature of the work schedules for that operation.
 - iii) All other regular part-time employees not normally scheduled to work at least twenty (20) hours per week do not accrue paid vacation leave.
- c) Supplemental Workforce–
- i) Employees covered under the Supplemental Workforce Policy 308 shall not accrue, nor be granted, paid vacation leave.
3. Vacation leave starts accruing from the date of hire and is recorded on the last day of the pay period. It is available for use upon recording.
4. Employees shall not carry forward more than twelve and a half (12.5) normally scheduled workweeks for their position [e.g. five hundred (500) hours for 40-hour employees] of accrued vacation leave into the next calendar year. An employee may accrue more than the maximum allowed carryover vacation hours during the calendar year; however, all excess hours will be forfeited if not used by the last day of the first full pay period in the calendar year.

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5. Vacation leave with pay may not be taken prior to the time it is recorded and available for use. Nor shall any vacation leave be paid upon separation that has not been previously recorded and available for use by the employee.
6. Accrued and available vacation leave, up to the maximum of five hundred (500) hours, will be paid to the employee following separation of employment at the current hourly base rate of the employee.
7. Employees may be required to forfeit vacation leave in lieu of payment for lost or damaged equipment or property due to misconduct or misuse on the part of the employee.
8. Employees that elect to cash out accrued vacation either at the entry of DROP and/or at the time of retirement, are limited to a total maximum payment of 500 hours vacation leave.