

**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 length of service with the County and normal work schedule during the preceding year.
  - a) Regular Full-Time Employees –
    - i) Regular full-time employees normally scheduled to work forty (40) hours per week shall accrue vacation according to the following schedule:

Length of Service	Accrual Rate Per Pay Period	Annual Leave Accrued
0-4 YEARS	3.70 HOURS	96.20 HOURS
5-9 YEARS	4.62 HOURS	120.12 HOURS
10-14 YEARS	5.54 HOURS	144.04 HOURS
15-19 YEARS	6.01 HOURS	156.25 HOURS
20+ YEARS	6.47 HOURS	168.22 HOURS

- ii) Regular full-time employees in positions normally scheduled to work greater or fewer than forty (40) hours per week shall accrue vacation leave on a prorated basis calculated from the normal scheduled hours for the individual employee.
- iii) 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.

➤ **CALCULATION:**

Accrual Rate [2(a)(i)] / 80 Hrs. X Scheduled Biweekly Hours = Adjusted Accrual Based on Workschedule

## VACATION LEAVE

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- 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 Toll Facility and 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 those operations.
    - 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 309 shall not accrue, nor be granted, paid vacation leave.
3. Vacation leave is accrued on the last day of the pay period. It is recorded and available for use the day following the issuance of the paycheck for the period of the accrual. An employee must have active payroll status during the following pay period to be credited for the previous week's accrued vacation leave.
  4. Employees shall not carry forward more than six normally scheduled workweeks for their position [e.g. two hundred forty (240) 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.
  5. New regular employees eligible for vacation leave shall accrue vacation hours during the probationary period but are not eligible to use any paid vacation until completion of the probationary period. Vacation leave for a probationary employee is available the first day of the following pay period after the six (6) month anniversary date. If the employee leaves County employment or is dismissed from employment before the end of the probationary period, he/she will receive pay for any accrued vacation leave.
  6. 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.
  7. Accrued and available vacation leave, up to the maximum of six weeks, will be paid to the employee following separation of employment at the current hourly base rate of the employee.
  8. 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.
  9. 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 240 hours vacation leave.