

8.3 VACATION LEAVE

8.3.1 All Regular Employees regularly scheduled to work twenty hours or more per week receive paid Vacation Leave.

8.3.2 Vacation Leave must be scheduled in advance with the employee's Supervisor. Vacation Leave shall not conflict with work requirements of the department. Scheduled Vacation Leave may be canceled by the Department Head if required to meet the reasonable and necessary demands of the department.

8.3.3 Annual Vacation Leave is earned by Full-Time Regular Employees according to their length of County service measured from their Anniversary Date as follows:

<u>Years of County Service</u>	<u>Hours Earned Per Year</u>
Under 5	80 hours
5 through 9	120 hours
10 and over	160 hours

Regular Full-Time Employees and Part-Time Employees scheduled to work less than forty hours but twenty hours or more per week shall accrue Vacation Leave on a pro rata basis for the hours of work for which they are scheduled based on the above table. Vacation Leave is credited and accounted for on a semi-monthly basis.

8.3.4 Official holidays occurring during Vacation Leave are counted as holidays, not as vacation. Illness and emergency closure days during vacation periods are counted as vacation days.

8.3.5 All employees are encouraged to use all Vacation Leave on an annual basis during the applicable Accrual Period. Vacation Leave in excess of 80 hours cannot be carried over to the next Accrual Period unless, at the request of the employee's Department Head or Elected Official, the County Manager consents to the carryover. Carryovers of more than eighty hours of Vacation Leave are permitted only with the permission of the County Manager and only upon a showing that such carryover is required due to medical issues or an emergency preventing the use of Vacation Leave during the Accrual Period or the need to use Vacation Leave for future medical reasons, the unanticipated workload of the employee or for another compelling reason. Requests for carryovers of more than eighty hours of Vacation Leave must include a plan detailing how the employee plans to use the leave, if approved for carryover, as well as a plan for use of the leave that will accrue in the next year to avoid carryover of more than eighty hours the next year. Department Heads and Elected Officials are to actively manage compliance with this policy.

8.3.6 When Vacation Leave is used in conjunction with a separation, the employee will continue to be an employee through the period of Vacation Leave to the effective date of the separation.

8.3.7 Earned but unused Vacation Leave will be payable upon separation of employment.

8.3.8 All Appointed Department Heads shall give written notice to the County Manager or the Deputy County Manager of any Vacation Leave which the Department Head intends to take as soon as possible after that leave is scheduled. The County Manager shall give written notice to the Board of County Commissioners of any Vacation Leave which the County Manager intends to take as soon as possible after that leave is scheduled. Elected Officials are requested to also advise the County Manager and the Board of County Commissioners of their vacation plans as well.