

Vacation			
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Purpose: To provide Full-time Staff employees an opportunity for time off for rest and relaxation.

Applies to: All Full-time Staff Employees (at least 30 hours per week)

Policy: Vacation is accrued at rate of eight (8) hours per calendar month of employment to a maximum accrual of 96 hours or 12 days. After five (5) years of service, vacation is accrued at a rate of 12 hours per calendar month of employment to a maximum accrual of 144 hours or 18 days. Four (4) hours are accrued if the employee works half the calendar month or a minimum of 15 days of the calendar month.

1. Vacation time does not accrue while an employee is on Family and Medical Leave (FMLA) or any sick-time.
2. Vacation days cannot be used before they are actually accrued.
3. Each instance of an employee utilization of vacation time reduces the accrued vacation time available by the same number of hours absent from work.
4. Vacation time must be used in four (4) hour increments.
5. Vacation schedules must be pre-approved by supervisors and requested with as much advance notice as possible.
6. Any vacation time not used by the end of the calendar year will be carried forward into the next year up to a maximum of 12 days or 96 hours if employed 1-4 years and up to a maximum of 18 days or 144 hours if employed 5 years or more (The month of the five-year anniversary date of full-time employment will start accruing vacation at a rate of 12 hours).
7. Anytime employment terminates during the year, the Employee is entitled to compensation for vacation accrued, if and only if he/she gives a requisite or proper notice of resignation and leaves in good standings (proper notice of two (2) weeks is required for non-exempt employees and one (1) month notice is required for exempt employees). Since a notice is specifically designed to provide ample time for the completion of ongoing assignments or to train a replacement, the terminating employee must work the entire length of the notice or forfeit accrued vacation pay.
8. New employees must complete 90 days of employment before scheduling vacation time.

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Policy continued:

9. When a holiday falls on a business day within a vacation period, employees will be eligible to take an additional day's vacation with the prior approval of the applicable supervisor. This additional vacation day may not necessarily be taken as a part of the employee's regular vacation period.
10. **There is no compensation or the accrual of vacation at anytime during employment over the 12 and 18 day limits as described above.**
11. Employees are paid for vacation days at normal base pay and hours accrued will be prorated by the normal work schedule. For example, a paid vacation day for an employee whose normal workday is six hours will be paid for six regular hours per day during vacation. Another example is when an employee works 10 months of the year then he/she will only accrue 10 days within that year.
12. Supervisors are responsible for arranging vacation schedules for their departments and will honor the employee's request when possible. Supervisors may however deny vacation time for business reasons.
13. In the case of Family and Medical Leave, accrued vacation days are taken in concurrently with leave once all accrued paid sick time has been exhausted.