SECTION 6. EMPLOYMENT BENEFITS

6.2 VACATION

ELIGIBILITY

ALL FULL-TIME REGULAR EMPLOYEES SHALL BE ELIGIBLE FOR VACATION BENEFITS.

PART-TIME AND TEMPORARY EMPLOYEES SHALL NOT BE ELIGIBLE FOR VACATION BENEFITS.

ACCRUAL RATE

EMPLOYEES WHO HAVE WORKED IN A POSITION ELIGIBLE TO RECEIVE VACATION SHALL EARN VACATION AT THE FOLLOWING RATES:

EMPLOYEES EARN VACATION LEAVE AS FOLLOWS; FIRST YEAR OF SERVICE - .417 DAYS PER MONTH (5 WORKING DAYS PER YEAR OR 3.33 HRS. PER MONTH OR 1.54 HRS. PER PAY PERIOD)

SECOND THROUGH TENTH YEAR OF SERVICE - .833 DAYS PER MONTH (10 WORKING DAYS PER YEAR OR 6.66 HRS. PER MONTH OR 3.08 HRS. PER PAY PERIOD)

OVER TEN YEARS OF SERVICE – 1.25 DAYS PER MONTH (15 WORKING DAYS PER YEAR OR 10 HRS. PER MONTH OR 4.61 HRS. PER PAY PERIOD)

A WORKING DAY SHALL BE DEFINED AS THE REGULAR NUMBER OF HOURS THAT AN EMPLOYEE WOULD BE EXPECTED TO WORK ON A DAY THAT HE/SHE IS SCHEDULED TO WORK.

VACATION SHALL NOT BE ACCRUED WHILE AN EMPLOYEE IS ON LEAVE WITHOUT PAY.

WHILE ON AN APPROVED LEAVE OF ABSENCE, AN EMPLOYEE SHALL NOT EARN BENEFIT HOURS, INCLUDING VACATION, PERSONAL LEAVE, BE ELIGIBLE FOR HOLIDAYS PAY OR EARN OTHER BENEFITS AFFORDED TO EMPLOYEES ACTIVELY AT WORK.

INITIAL/ MAXIMUM ACCRUAL AND WAITING PERIOD

ACCRUAL OF VACATION SHALL BEGIN AT THE TIME A NEW COUNTY EMPLOYEE BEGINS TO WORK IN A POSITION ELIGIBLE TO ACCRUE VACATION. AN EMPLOYEE MUST WORK FOR A MINIMUM OF SIX MONTHS IN SUCH A POSITION BEFORE BEING ELIGIBLE TO TAKE VACATION.

THE MAXIMUM AMOUNT OF UNUSED VACATION AN EMPLOYEE SHALL BE ALLOWED TO CARRYOVER TO THE NEXT CALENDAR YEAR IS THE AMOUNT THE EMPLOYEE WOULD EARN IN ONE (1) YEAR AT HER/HIS CURRENT ACCRUAL RATE. ANY ACCRUED VACATION OVER THE MAXIMUM WILL BE USED BY JANUARY 30.

ACCRUAL OVER THE MAXIMUM IS ALLOWED IF ALL THE FOLLOWING CONDITIONS ARE MET:

A. AN EMPLOYEE IS UNABLE TO TAKE VACATION BECAUSE OF THE NEEDS OF THE COUNTY AND,
B. THE EMPLOYEES SUPERVISOR PREPARES A WRITTEN REQUEST FOR ACCRUAL ABOVE THE MAXIMUM EXPLAINING WHY THE EMPLOYEE WAS UNABLE TO TAKE VACATION; AND
C. THE ACCRUED TIME OVER THE MAXIMUM CARRYOVER IS USED WITHIN 60 DAYS OF FEBRUARY 1; AND
D. THE REQUEST IS APPROVED BY THE COMMISSIONER'S COURT.

SCHEDULING

SCHEDULING OF VACATIONS SHALL BE AT THE DISCRETION OF THE DEPARTMENT HEAD.

VACATION (CONTINUED)

SCHEDULING

SCHEDULING OF VACATIONS SHALL BE AT THE DISCRETION OF THE DEPARTMENT HEAD.

MINIMUM USAGE

THE MINIMUM AMOUNT OF VACATION THAT MAY BE TAKEN AT ONE TIME SHALL BE ONE HALF (1/2) HOUR.

BORROWING/TRANSFER

EMPLOYEES SHALL ONLY BE ABLE TO USE VACATION WHICH HAS ALREADY BEEN ACCRUED AND SHALL NOT BE ALLOWED TO BORROW VACATION AGAINST POSSIBLE FUTURE ACCRUALS. THE TRANSFER OF ONE EMPLOYEE'S ACCRUED VACATION TO ANOTHER EMPLOYEE IS PROHIBITED.

PAY IN LIEU OF VACATION

EMPLOYEES SHALL NOT BE ALLOWED TO RECEIVE PAY FOR VACATION IN LIEU OF TAKING TIME OFF.

HOLIDAY DURING VACATION

IF A HOLIDAY FALLS DURING AN EMPLOYEE'S VACATION, THE HOLIDAY SHALL BE CHANGED IN ACCORDANCE WITH THE POLICY ON HOLIDAYS AND SHALL NOT BE CHARGED AGAINST THE EMPLOYEE'S VACATION BALANCE.

PAY AT TERMINATION

IF AN EMPLOYEE HAS WORKED FOR AT LEAST SIX MONTHS IN A POSITION WHICH ACCRUES VACATION AT THE TIME THE EMPLOYEE RESIGNS, IS DISCHARGED, OR IS TERMINATED FOR ANY OTHER REASON, THE EMPLOYEE SHALL RECEIVE PAY FOR ALL UNUSED VACATION UP TO THE MAXIMUM ALLOWED UNDER THIS POLICY. AN EMPLOYEE AT TERMINATION WILL BE PAID FOR THE VACATION HOURS EARNED ON A PRORATED BASIS FOR EACH FULL PAYROLL PERIOD WORKED.

AN EMPLOYEE WHO HAS NOT WORKED FOR A MINIMUM OF SIX MONTHS IN A POSITION WHICH ACCRUES VACATION SHALL NOT BE ELIGIBLE FOR ANY VACATION PAY UPON TERMINATION OF EMPLOYMENT.

AN EMPLOYEE WHO CHANGES OR TRANSFERS TO ANOTHER POSITION WITHIN THE COUNTY WILL TRANSFER THE ACCRUED PERSONAL /SICK LEAVE AND THE PROVISIONS OF 6.2.2 DO NOT APPLY. (See also policies on benefits section 6 and section 4 classifications of employment).

RECORD KEEPING

EACH EMPLOYEE SHALL BE RESPONSIBLE FOR ACCURATELY RECORDING ALL VACATION TIME USED ON HIS/HER TIME SHEET.

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