

3.03 VACATION BENEFITS

Vacation (time-off with pay) is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use vacation time as described in this policy. Part-time and temporary employees shall not be eligible for vacation benefits.

The amount of paid vacation time employees receive each year increases with length of their employment as shown in the schedule below:

Years of Service	Vacation Hours (for 40-hour workweek)	Vacation Days (for 40-hour workweek)
After one (1) year	Forty (40) hours	5 days (8-hour shifts)
After two (2) years	Eighty (80) hours	10 days (8-hour shifts)
After ten (10) years	One hundred twenty (120) hours	15 days (8-hour shifts)
After twenty (20) years	One hundred sixty (160) hours	20 days (8-hour shifts)

Employees working 12-hour or 24-hour shifts will accrue vacation time based on the number of hours in their shifts, ensuring equity in time off. The vacation time allotment for employees on 12-hour and 24-hour shifts is calculated as follows:

- **For employees working 12-hour shifts:**
 - After one (1) year, the employee will earn **60 hours** of vacation (equivalent to 5 working days of 12-hour shifts).
 - After two (2) years, the employee will earn **120 hours** of vacation (equivalent to 10 working days of 12-hour shifts).
 - After ten (10) years, the employee will earn **180 hours** of vacation (equivalent to 15 working days of 12-hour shifts).
 - After twenty (20) years, the employee will earn **240 hours** of vacation (equivalent to 20 working days of 12-hour shifts).
- **For employees working 24-hour shifts:**
 - After one (1) year, the employee will earn **120 hours** of vacation (equivalent to 5 working days of 24-hour shifts).
 - After two (2) years, the employee will earn **240 hours** of vacation (equivalent to 10 working days of 24-hour shifts).
 - After ten (10) years, the employee will earn **360 hours** of vacation (equivalent to 15 working days of 24-hour shifts).

- After twenty (20) years, the employee will earn **480 hours** of vacation (equivalent to 20 working days of 24-hour shifts).

Note:

- A "day" of vacation is defined based on the employee's shift schedule (e.g., 8 hours for those on 8-hour shifts, 12 hours for those on 12-hour shifts, and 24 hours for those on 24-hour shifts).
- Vacation accrual is granted on the anniversary of the employee's hire date and will be calculated according to the appropriate number of hours or days as per the above chart.

OLD

A regular full-time employee will be allowed to take vacation any time after the anniversary of their first and second year of service with the county. Thereafter, a regular full-time employee will be allowed to schedule their vacation in accordance with the provisions of this section on a calendar year basis, beginning with the calendar year in which the third anniversary of employment falls.

NEW

A regular full-time employee will be eligible for vacation benefits after completing one full year of service. On the anniversary of their hire date each year, employees will receive the appropriate amount of vacation hours based on their length of service. Employees will have one full year from their anniversary date to utilize the vacation time they have accrued. Vacation time must be used within this 12-month period, and any unused vacation will not carry over to the next year.

Paid vacation can be used in increments of **half-day** or **full-day** off, based on the employee's shift schedule. To take vacation, employees must request approval from their department head. Requests will be reviewed based on a number of factors, including county needs and staffing requirements. Vacation time-off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

Vacation shall not be accrued while an employee is on leave without pay. Scheduling of vacations shall be at the discretion of the individual department heads. Employees shall only be able to use vacation that has already been accrued and shall not be allowed to borrow vacation against possible future accruals.

Each employee shall be responsible for accurately recording all vacation time used on his/her time sheet. Employees are encouraged to use available paid vacation time. In the event that available vacation time is not used by the end of the fiscal year, employees may NOT carry unused time forward to the next fiscal benefit year.