



Vacation

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1.0 POLICY

The County of Lee provides vacation with pay for all benefited positions. The intent of this vacation is to provide periodic absences from work to enhance the health and well being of our employees.

2.0 DEFINITIONS

2.1 Vacation: Earned time that may be taken for vacation purposes or for other personal reasons, which are not covered by other leave policies.

2.2 Benefited Employee: An employee assigned to a permanently budgeted position designated as full-time (FT) or part-time (PT). Employees assigned to full-time (FT) positions will accrue benefits in the manner described in this policy. Employees assigned to part-time (PT) positions (working at least 20 or more hours a week) will earn vacation on a prorated basis.

2.3 Paid Hours: Paid hours for the purpose of this policy is vacation, sick, compensatory time and regular hours.

3.0 PROCEDURE / RULE

3.1 Vacation Earning Rates

<i>Continuous Service</i>	<i>Semi - Monthly Vacation Earned</i>	<i>Total Vacation Earned Annually</i>
0 – 4 years	5.25 hours	126 hours
5 - 9 years	6.25 hours	150 hours
10 - 14 years	7.25 hours	174 hours

15 - 19 years	8.25 hours	198 hours
20+ years	9.25 hours	222 hours

- A. Vacation shall be accrued by each benefited employee of the County on the 1st and 15th of each month. In order to earn vacation, an employee must have at least eight (8) paid work hours in the fifteen (15) days prior to the payroll accrual date.
- B. Vacation accrual for the first month of employment starts accruing fifteen (15) days from the date of hire.

3.2 Proration of Vacation: Vacation earned by benefited employees having a workweek with greater or fewer hours than the basic workweek shall be determined in accordance with the following formula:

- A. The number of hours worked by such employees shall be divided by the number of hours in the basic workweek.
- B. The proportion obtained in Step A shall be multiplied by the number of hours of vacation earned annually by employees working the basic workweek.
- C. As of the effective date of this policy (4-27-2008) employees hired into positions working less than twenty (20) hours will no longer accrue vacation time.

3.3 General Provisions:

- A. Employees serving a probationary period following initial employment shall not be permitted to take vacation during the first six (6) months of the probationary period unless the denial of such vacation will create an unusual hardship. Any vacation granted during this period shall have the prior approval of the Department Director.
- B. In the case of newly hired employees, no prior governmental service will be accepted for vacation accrual purposes unless expressly negotiated and approved by the County Manager prior to the initial date of employment.
- C. Vacation may be accumulated without any applicable maximum until December 31st of each calendar year. However, if the employee separates from service, payment for accumulated vacation shall not exceed 240 hours after the last day actually worked on the job. On December 31st, any employee with more than 240 hours of accumulated vacation shall have the excess accumulation

transferred to sick time. No more than 240 hours of vacation can be carried forward to January 1st of the next calendar year.

Employees are cautioned not to retain excess accumulation of vacation until late in the calendar year with the intention of using such vacation during the last few months of the year. Due to the necessity of keeping all County functions in operation, large numbers of employees cannot be granted vacation at any one time. If an employee has excess vacation accumulation during the latter part of the year and is unable to take such vacation because of staffing demands, the employee shall receive no special consideration either in having the vacation scheduled or in receiving any exception to the maximum accumulation rule.

- D.** Within these rules, the timing and amount of vacation taken for any employee shall be subject to approval of an authorized supervisor within departments.
- E.** Vacation may be taken in fifteen (15) minute increments. Employees who are sick while on vacation may not change days marked vacation to sick time. In order to take vacation, an employee must submit a time off request in advance of the vacation and have the request approved. Approval shall be based on the operating requirements of the department.
- F.** Employees shall exhaust compensatory time before taking vacation time.
- G.** In no instance shall an employee be paid for vacation while continuing in a duty status, or in lieu of vacation, except under the provisions established for termination.
- H.** Upon termination, an employee will be paid in a lump sum for vacation accrued but not taken provided that required notice is worked (pursuant to policy H-4). No more than 240 hours will be paid to any employee at termination. Vacation earned for the last month of employment is based on the date of termination (completion of less than half the month -- no accrual of vacation for that month, completion of at least half the month -- full vacation accrual for the month). The last day actually worked shall be considered the last day of employment. An employee may not use vacation or compensatory time to extend duty status at the end of the individual's employment with the County.
- I.** When an employee uses his/her vacation for an event that is covered under the Family Medical and Leave Act (FMLA), the time that is charged to vacation will reduce the employee's twelve (12) week entitlement under FMLA.
- J.** Any employee who separates in good standing and is reinstated within one (1) year may receive credit for previous service for the purpose of accruing vacation.

- K. The estate of an employee who dies while employed by the county shall be entitled to payment for all of the accumulated vacation credited to the employee's account, not to exceed a maximum of thirty (30) days or 240 hours.
- L. Upon separation from Lee County employment, unused accumulated vacation may be transferred from Lee County to another governmental unit if the unit to which the transfer is being made will accept the vacation. This includes transfers to either state or local agencies. However, under no circumstances will Lee County accept transfer of vacation from other agencies for employees entering Lee County service.

4.0 APPENDIX / APPENDICES

None.