

4.2 Vacation and Paid Leave Time

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Policy

Lake County recognizes the importance of employees having the opportunity for leisure time and to attend to non-work matters; to balance work and home lives. The purpose of offering vacation and paid leave time is to provide employees with flexibility to use it for such needs as vacation, rest, relaxation, family matters, volunteerism, and other activities of the employee's choice. This time is granted to County employees in the amounts set out below.

Vacation Time for Full-Time and Part-time (over 20 hours) Employees

(1) Accrual Rates

- a. Regular full-time employees accrue vacation time the first two pay periods of the month at the following rates (according to years of active and continuous service). Employees begin accruing at the new rate on their six and thirteen-year anniversary date.

0-5 years of service:	2 weeks per year
6-12 years of service:	3 weeks per year
13 years of service and up	4 weeks per year

- b. The County Administrator may, at their discretion, recognize non-County years of service for the purpose of computing vacation and offer up to three weeks' accrual per year of vacation time to senior manager level employees (grade K/M 9 or higher) when necessary to recruit or retain the best qualified candidate for a County position.

- c. Regular part-time employees who are scheduled to work twenty (20) or more hours per week shall accrue vacation time on the first two pay periods of the month in accordance with the following table. This provision also applies to employees who share a regular full-time position.

0-5 years of service:	1 week per-year based on weekly scheduled hours
6-12 years of service:	2 weeks per-year based on weekly scheduled hours
13+ years of service:	3 weeks per-year based on weekly scheduled hours

- d. New employees become eligible to use accrued vacation time upon satisfactory completion of their introductory period.
- e. Break in service: Employees who leave their employment with Lake County in good standing and are re-hired within six months may have their accrual rate reinstated.

- f. Employees are not permitted to carry vacation time balances in excess of 330 hours.
- g. Transfers: An employee who transfers from one County department to another shall retain vacation time accrued and remain in continuous service for purposes of accruing vacation time.
- h. After the successful completion of the new hire, introductory period, all accumulated vacation time will be paid on the final paycheck, up to a maximum of 330 hours.
- i. Employees will not accrue vacation time while they are on unpaid leave (including but not limited to unpaid FMLA leave, extended medical leave, or personal leave of absence) or when they are receiving IMRF disability payments.

(2) **Paid Leave for Part-Time (under 20 hours) and Temporary/Seasonal Employees**

Part-time employees scheduled to work less than twenty (20) hours per week or temporary/seasonal employees, will receive paid time off as required by the Illinois Paid Leave for All Workers Act (“Act”) and set out as follows:

- a. This paid time will be provided on January 1st of each calendar year or the first day of employment.
- b. An employee is entitled to earn and use up to 40 hours of paid leave during a 12-month period or a pro rata number of hours, as provided by the Act.
- c. An employee in this category will receive 1 hour for every total of 40 hours worked. Under no circumstances will an employee’s annual paid leave be less than the minimum requirement of 1 hour for every 40 hours worked.
- d. Employees not on the payroll on January 1st, but who go on the payroll later in the year, will receive paid leave in accordance with the following table:

Date of Employment	Number of Leave Days Allowed
After January 1 st before February 16 th	5
After February 16 th but before April 16 th	4 ½
After April 16 th but before June 16 th	4
After June 16 th but before August 16 th	3 ½
After August 16 th but before October 16 th	3
After October 16 th but before December 16 th	2 ½
After December 16 th but before January 1 st	1

- e. Paid leave not used by December 31st will be forfeited. Unused leave will not carry over into the next 12-month period.
- f. Break in service: Employees rehired within 12 months of separation shall be reinstated with the amount of paid leave in their bank at the time of separation.
- g. Upon termination of employment, unused paid leave will not be paid out.

- h. Transfers: An employee who transfers from one County department to another is entitled to all paid leave accrued at the prior department, as provided by the Act.

- (3) Employees must submit their request for time off according to their departmental procedure. Departments will ensure employees are able to utilize their full vacation/paid leave entitlement while considering the efficiency and operational objectives of the department.

- (4) A request for vacation/paid leave may be denied if it interferes with the efficient and effective operations of a department.

- (5) Vacation days or paid leave time cannot be used on fixed holidays.

- (6) Employees who are eligible to use vacation time may take such time in increments of no less than one-quarter (1/4) hour.

- (7) This policy complies with the Illinois Paid Leave for All Workers Act, Section 192/20(b).