



## 4.1 Vacation Time

Revision Date: May 11, 2004

Revision Date: May 10, 2016

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### Policy

#### (1) Accrual Rates

a. Employees start to accrue vacation time in the first full pay period of employment while with the County.

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a.b. Regular full-time employees accrue vacation time equally divided across all paychecks ~~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.c. 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.

e.d. Regular part-time employees who are scheduled to work twenty 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.e. New employees become eligible to use accrued vacation time upon satisfactory completion of their introductory period.

e.f. Temporary employees, whether full-time or part-time do not accrue vacation time.

f.g. Employees will not accrue vacation time while they are on an 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.

g.h. 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.



*Employee Policies and Procedures*

- (2) Employees must submit their request for vacation time according to their departmental procedure.
- (3) Vacation days cannot be used on fixed holidays.
- (4) Employees are not permitted to carry vacation time balances in excess of 330 hours.
- (5) Employees who are eligible to use vacation time may take such time in increments of no less than one-quarter (1/4) hour.
- (6) 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.
- (7) After the successful completion of the new hire, introductory period, all accumulated vacation time will be paid on the final pay check, up to a maximum of 330 hours.