

4.2 (Vacation Time)

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Policy

(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). In an anniversary year, you will begin accruing the new rate on your 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) hours per week or more shall accrue vacation time the first two pay periods of the month in accordance with the following table. This provision also applies to employees who share a full time position.

0-5 years of service:	1 wk/yr prorated based on scheduled hours
6-12 years of service:	2 wks/yr prorated based on scheduled hours
13+ years of service:	3 wks/yr prorated based on scheduled hours

- d. New employees become eligible to use accrued vacation time upon satisfactory completion of their introductory period.
- e. Temporary employees, whether full or part-time, do not accrue vacation time.
- f. Employees will not accrue vacation time while they are on an unpaid leave including but not limited to: unpaid FMLA leave, extended medical leave, personal leave, Worker's Compensation leave or when they are receiving IMRF disability payments.
- g. Break in service: Employees who leave their employment with Lake County in good standing, and are re-hired within six (6) months may have their accrual rate reinstated.

- (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 will not be permitted to carry vacation balances in excess of 330 hours.
- (5) Employees who are eligible to use vacation time may take time in increments of at least one-quarter (1/4) hour.
- (6) Transfers: An employee who transfers from one County department to another County department shall retain vacation time accrued and remain in continuous service for purposes of accruing vacation time.
- (7) Terminations: All accumulated vacation time will be paid on the final check, up to a maximum of 330 hours, after successfully completing the initial and/or extended introductory period.