



## 4.2 General Leave(Vacation Time)

~~Effective Date: Original~~

~~Revision Date: February 9, 1999 and November 9, 1999~~

~~Revision Date: March 9, 2004~~

~~Revision Date: May 11, 2004~~

Revision Date: December 11, 2015?? 2016

### Policy

#### (1) Accrual Rates

- a. Regular full-time employees accrue ~~general leave credit~~vacation time on a bi-weekly basis~~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:

<del>0</del> 4-5 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

~~EXAMPLE: Mary began work on February 1, 2000. On February 1, 2005, she completed five (5) years of continuous active service. During the twelve (12) months preceding her anniversary on February 1, 2005, Mary accrued two (2) weeks of general leave credit. However, when Mary started her sixth year of employment on February 1, 2005, her accrual rate increased to 3 weeks per year.~~

- b. The County Administrator may, ~~at~~in their discretion, recognize non-county years of service for the purpose of computing vacation and offer up to three weeks accrual per year of ~~general leave~~vacation time to senior manager level employees (grade ~~17 or K/M 10 or 6~~ higher) when necessary to recruit or retain the best qualified candidate for a County position.

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- c. Regular part-time employees who are scheduled to work twenty (20) hours per week or more shall accrue ~~general vacation leave time credit on the first two pay periods of the month in accordance with the following table. same continuous years of service basis as regular full time employees, except that it is prorated according to the number of hours actually paid, including benefit time. The prorated formula is:~~Accruals for part time employees are based on the lesser of hours paid, or scheduled hours. This provision also applies to employees who share a full time position.

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<del>1-5 years of service:</del>	<del>1 hr. of leave for each 26 hrs. worked</del>
<del>6-12 years of service:</del>	<del>1 hr. of leave for each 17 ½ hrs. worked</del>



\_\_\_\_\_ 13 years of service: \_\_\_\_\_ 1 hr. of leave for each 13 hrs. worked  
\_\_\_\_\_ 0-5 years of service: \_\_\_\_\_ 1 week/yr prorated based on  
scheduled hours  
\_\_\_\_\_ 6-12 years of service: \_\_\_\_\_ 2 weeks/per year prorated  
based on scheduled hours  
\_\_\_\_\_ 13+ years of service: \_\_\_\_\_ 3 weeks/per year prorated based on  
scheduled hours

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d. New employees become eligible to use accrued ~~general leave credit~~ vacation time upon satisfactory completion of their ~~six month introductory~~ introductory period. ~~At that time, general leave credit will be applied retroactively to the date the employee started working for the County.~~

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e. Temporary ~~employees, whether full-time and temporary or~~ part-time employees do not accrue ~~general leave credit~~ vacation time.

f. Employees will not accrue ~~general vacation time leave credit~~ while they are on an unpaid leave (including but not limited to: unpaid FMLA leave, extended medical leave, or personal leave, ~~Worker's Compensation leave of absence~~) or when they are receiving IMRF disability payments. ~~Also, the employee's accrual rate for general leave credit will be based on the time that the employee has been on the County payroll. If the employee has been on an unpaid leave or on IMRF disability leave, that time will not be counted when figuring the employee's length of service and accrual rate.~~

~~For instance, if an employee is in her sixth year of employment with the County but has not been on the payroll for more than five years (due to unpaid leave or IMRF disability), the employee will only accrue two weeks of vacation per year.~~

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g. Break in service: Employees who leave their employment with Lake County in good standing, and are ~~ultimately~~ re-hired within ~~six (6) 30~~ months may have their accrual rate reinstated.

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## (2) Using When General Leave Vacation Time May be Taken

a. ~~No employee may take general leave within the first six calendar months of employment or while the employee is still serving his introductory period (even if the introductory period is extended beyond six months). Any employee who has satisfactorily completed his introductory period may take general leave as it is accrued, under conditions established by his Department Head in accordance with this section.~~



- b. ~~If an employee leaves County employment before satisfactorily completing his introductory period, the employee will not receive payment for his accrued general leave credit.~~

~~EXAMPLE: Jane began work on February 1, 2004 and terminated on June 15, 2004. She is not entitled to receive any payment for general leave credit accrued at the time of separation.~~

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- (23) ~~Employees must submit their request for general vacation leave time according to their Departmental Head procedure, at least two (2) weeks in advance of the intended absence and indicate the date and duration of the leave time requested. Department Heads may require this notification in writing. Department Heads may waive this notification in emergency situations when advance approval cannot be obtained. Department Heads may deny a leave request if it interferes with the efficient and effective operation of his department or the County. Leave time should be so scheduled so that temporary help is not required or overtime payments made to present employees.~~

- (34) ~~If a holiday occurs during an employee's general leave period, an additional day of general leave time will be allowed. Vacation days cannot be used on fixed holidays.~~

- (45) ~~In order to accommodate changes incurred by the implementation of the BOSS system, employees will be permitted to carry general leave time balances in excess of 330 hours from July 1, 2004 through November 30, 2005.~~

~~However, effective December 1, 2005, the 330 hour limit will be re-instated and employees will not be permitted to carry general leave time-vacation balances in excess of 330 hours. After November 30, 2005, employees will stop accruing general leave credit if their general leave time balance exceeds 330 hours in any pay period and employees who leave County employment will not receive monetary reimbursement for any hours that exceed the 330 hour limit.~~

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~~Department Heads may, with the concurrence of Human Resources and the Financial and Administrative Committee, designate key employees who may exceed the 330 hour maximum for one year. In certain instances, if the accrual of 330 hours interferes with the efficient operations of the department, the Department Head may set a limit, lower than 330 hours of accrual. However, in those situations the Department Head will give the affected employee three months notice.~~

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~~EXAMPLE: Sam earns four weeks a year and has a 230 hour balance on the anniversary date of his employment. Only 100 out of the 150 hours he is eligible for, will be applied to his balance for a maximum of 330. Sam will not receive monetary reimbursement for the extra 50 hours for the hours.~~

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- (56) ~~Employees who are eligible for to use general leave-vacation time may take such time and split it into separate increments, but at no time shall leave credit be split into less than in increments of at least one-quarter (1/4) hour.~~



(67) ~~General leave time may be applied toward the use of the Family and Medical Leave Act. Please see Section 4.8 for more details.~~

(8) ~~Transfers: An employee who transfers from one County dDepartment to another County department shall retain general leave vacation time accrued and remain in continuous service for purposes of accruing earning future general leave vacation time. The department from which he transferred shall certify, in writing, the leave balance as of the date of the transfer.~~

(79) ~~Terminations: Terminations: Effective July 1, 2004, upon the termination of an employee who is eligible to use general leave, (i.e. one who has successfully completed his introductory period and has been actively employed a minimum of six (6) consecutive calendar months, a)All accumulated leave credit vacation time will be paid as of the date of termination on his the final check, up to a maximum of 330 hours, after successfully completing the initial and/or -extended introductory period.~~

~~Employees eligible for general leave who terminate their employment because of death or retirement shall receive payment for any unused general leave in a final paycheck, up to a maximum of 330 hours.~~

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