

## CORPORATE POLICY

**SUBJECT: Vacation Leave**

**CATEGORY: HR**

**ORIGINAL DATE: May 13, 2004**

**REVIEWED DATE: June 29, 2005**

**REVISION DATE: April 22, 2009**

### I. POLICY:

#### A. Accrual Rates for Vacation Leave

1. Regular Full-time employees accrue vacation time the first two pay periods of the month, leave credit on a bi-weekly basis 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:

- (1) 0-5 years of service: 10 working days **2 weeks per year**
- (2) 6-12 years of service: 15 working days **3 weeks per year**
- (3) 13 + years of service: 20 working days **4 weeks per year**

~~Example: Mary began work on February 1, 2010. On February 1, 2010, she completed five (5) years of continuous active service. During the twelve (12) months preceding her anniversary on February 1, 2010, Mary accrued two (2) weeks of vacation leave. However, when Mary started her sixth year of employment on February 1, 2010, her accrual rate increased to 3 weeks per year~~

2. Regular part-time employees who are scheduled to work (20) twenty 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.~~accrue vacation leave credit on the same continuous years of service basis as regular full-time employees, except that it is pro-rated according to the number of hours actually worked.~~

- (1) 0-5 years of service: 1 week/year prorated based on scheduled hours

- (2) 6-12 years of service: 2 weeks/year prorated based on scheduled hours

- (3) 13 + years of service: 3 weeks/year prorated based on scheduled hours

3. Temporary full-time, and temporary part-time employees do not qualify for vacation leave. ~~accrue vacation leave credit.~~
4. New employees become eligible to use accrued vacation leave credit after six (6) months of employment. Vacation leave credit is applied retroactively to the date the employee started working for the Health Department.
5. Employees who terminate employment prior to fulfilling 6 months of employment will forfeit eligibility.

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6. Employees will not accrue vacation leave credit while on an unpaid leave of absence (including, but not limited to unpaid FMLA leave, extended medical leave, or personal leave of absence) or while receiving IMRF disability or workers' compensation payments.

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

### B. When Vacation Leave May be Taken

1. ~~Employees may not take vacation leave within the first six (6) calendar months of employment, and no likewise, payment for accrued annual leave credit will not be accrued is paid out to employees who separate from service employment with less than six months of continuous service.~~

2. Any employee who has completed six (6) months of continuous service may take annual leave as it is accrued, under conditions established by their ~~Service Area~~ Director in accordance with this section.

3. ~~Standard practice is Employees must submit their to provide two weeks advance notice for request for vacation leave requests to their immediate supervisor at least two (2) weeks in advance of the intended absence and indicating the date and duration of the leave time requested. However, supervisors may use discretion to establish programmatic notification guidelines for leave requests. The immediate supervisor may require this notification in writing. The immediate supervisor may waive this notification in emergency situations when advance approval cannot be obtained. The immediate supervisor may deny a leave request if it interferes with the efficient and effective operation of the program.~~ Service Area.

4. If a holiday occurs while an employee is on scheduled vacation time, holiday pay can be used in place of vacation time for that time per Personnel Policy section 4.1.

~~Leave time should be scheduled so that temporary help is not required or overtime payments made to present employees.~~

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

3-5. ~~However, Effective, December 1, 2005,~~ Employees will not be permitted to carry in excess of 330 hours of vacation leave time. Employees will stop accruing vacation leave credit if their vacation leave time balance exceeds 330 hours in any pay period, and employees who leave the Health

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Department will not receive ~~a payout mMonetary reimbursement~~ for any hours that exceed the 330 hour limit ~~will not be granted~~.

~~4.6. Board of Health~~ Direct appointees of the Board of Health ~~and Executive Team~~, "at will" employees, are eligible to sell up ten (10) days of Vacation Leave per year back to the Health Department.

~~5.7.~~ Employees who are eligible for vacation ~~time leave~~ may take such time ~~and split it into separate incrementally~~, but ~~at no time shall leave credit be split into less than~~ it must be taken in increments of at least one quarter (1/4) hour.

~~6.8.~~ Vacation Leave time may be applied toward the use of the Family and Medical Leave Act. Please see Section 4.8 for more details.

~~7.9.~~ 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 ~~earning future accruing~~ vacation time. The department from which the employee transferred shall certify, in writing, the leave balance as of the date of the transfer.

~~8.10.~~ Terminations: ~~Upon the termination of an employee eligible to use vacation leave, (i.e. one who has been actively employed a minimum of six (6) consecutive months), a~~ All accumulated vacation time will be paid ~~as of the date of termination on his or her on the~~ final check, up to a maximum of 330 hours, after successfully completing the initial and/or extended introductory period.

### II. SCOPE:

       All Lake County Health Department and Community Health Center employees

### III. PROCEDURE: NONE

### IV. REFERENCES: NONE

### V. AUTHORS/REVIEWERS:

Designated Review Team, Corporate Policy and Procedure Committee, Executive Team, and Lake County Board of Health Personnel Committee,

### VI. APPROVALS:

Lake County Board of Health President

Signature: \_\_\_\_\_ Date: \_\_\_\_\_