

VACATION LEAVE

POLICY: It is the policy of Black Hawk County to grant its non-bargaining employees hired prior to July 1, 2006, paid vacation time to allow for rest and recreation from the daily work routine.

SCOPE: This policy applies to all Black Hawk County non-bargaining employees hired prior to July 1, 2006, except for department heads and elected officials and their appointed deputies. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.

METHOD OF EARNING:

- A. Paid sick leave, vacation time, personal/casual days, and other paid leave are considered as time worked for the purpose of calculating vacation accrual. Workers' compensation leave shall also be considered as time worked for the purpose of vacation accrual.
- B. A non-bargaining employee in any other unpaid status shall not accrue vacation.
- C. Each regular, full-time non-bargaining employee hired prior to July 1, 2006 shall accrue vacation hours on a bi-weekly pay period basis according to the following schedules:

Accrual Schedule:

<u>Years of Service</u>	<u>Bi-weekly Accrual/Annual Eligibility</u>
Beginning of employment thru 4 years	3.08 hours (10 days/year)
Beginning of 5 th year thru 12 years	4.62 hours (15 days/year)
Beginning of 13 th year thru 19 years	6.16 hours (20 days/year)
Beginning of 20 th year and beyond	7.70 hours (25 days/year)

- E. Regular part-time non-bargaining employees hired prior to July 1, 2006, will be eligible for fifty percent (50%) of the vacation of a regular full-time employee with equal years of service.
- F. Changes in the bi-weekly vacation accrual rate shall become effective at the beginning of the pay period in which the anniversary date of the qualified employee falls.

ACCUMULATION: Earned vacation time may be accrued up to two (2) times the employee's maximum annual total accrual. (For example, if an employee's accrual rate is 3.08 hours per bi-weekly pay period, the employee's accrued vacation balance may not exceed 160 hours.) If an employee's vacation accrual balance has reached its maximum amount, all accrued vacation exceeding this amount shall be forfeited.

HOLIDAYS: A non-bargaining employee on vacation when a holiday occurs shall receive holiday pay in lieu of vacation pay.

REQUESTS FOR VACATION LEAVE:

- A. Vacation leave is a right to be enjoyed by every regular employee. However, the scheduling of vacation leave is dependent upon the judgment and discretion of the department head for whom the employee works. A department head may require the rescheduling of vacation leave when, in his/her judgment, it is necessary for the efficient operation of the department.
- B. Non-bargaining employees shall take vacation leave in increments of not less than two (2) hours unless the department head or the employee's supervisor, at their sole discretion, approves an exception.

REIMBURSEMENT OF ACCUMULATED VACATION LEAVE:

- A. Upon retirement or termination in good standing from County service, non-bargaining employees shall be paid for all unused vacation.
- B. Non-bargaining employees who become department heads, elected officials or appointed deputies shall be paid for all accrued unused vacation upon their date of appointment.
- C. Non-bargaining employees who are discharged for cause or who quit without a minimum of two (2) weeks' notice shall forfeit their vacation pay.