

POLICY 505
VACATION LEAVE

Effective 12-15-2019, Resolution No. 044-19

In order to give employees opportunities for rest, relaxation, and personal pursuits, it is the policy of Johnson County Government to provide vacation leave with pay to full-time regular, part-time partial-plus, and part-time partial benefit employees.

Accrual

Vacation is accrued according to the following schedules except that employees will not accrue vacation:

- On the third pay date in any month with three pay dates.
- While the employee is on unpaid leave.
- When the employee’s accrued leave balance is at or above the maximum accrual cap.

Part-time Partial Employees

Years of Service	Accrued Per Pay Period (24 Pay Periods)	Maximum Annual Accrual	Maximum Accrual Cap
0-3	2.00	48.00	96.00
4-7	2.50	60.00	108.00
8-11	2.75	66.00	120.00
12-13	3.00	72.00	132.00
14-15	3.25	78.00	144.00
16-17	3.50	84.00	150.00
18-19	3.75	90.00	156.00
20+	4.00	96.00	168.00

Part-time Partial-Plus Employees

Years of Service	Accrued Per Pay Period (24 Pay Periods)	Maximum Annual Accrued	Maximum Accrual Cap
0-3	3.00	72.00	144.00
4-7	3.75	90.00	162.00
8-11	4.00	96.00	180.00
12-13	4.25	102.00	198.00
14-15	4.75	114.00	216.00
16-17	5.00	120.00	225.00
18-19	5.25	126.00	234.00
20+	5.50	132.00	240.00

Full-time Regular Employees (40-hr/wk and 12-hr shifts)

Years of Service	Accrued Per Pay Period (24 Pay Periods)	Maximum Annual Accrued	Maximum Accrual Cap
0-3	4.00	96.00	192.00
4-7	4.75	114.00	216.00
8-11	5.25	126.00	240.00
12-13	5.75	138.00	264.00
14-15	6.50	156.00	288.00
16-17	6.75	162.00	300.00
18-19	7.00	168.00	312.00
20+	7.25	174.00	324.00

Full-time Regular Employees (2829 Schedule)

Years of Service	Accrued Per Pay Period (24 Pay Periods)	Maximum Annual Accrued	Maximum Accrual Cap
0-3	5.50	132.00	264.00
4-7	6.50	156.00	296.25
8-11	7.25	174.00	332.25
12-13	8.00	192.00	368.25
14-15	8.75	210.00	388.50
16-17	9.25	222.00	412.50
18-19	9.50	228.00	424.50
20+	10.00	240.00	444.00

Med-Act Full-time Regular Employees (Non-Exempt 24/7) - Accelerated

Years of Service	Accrued Per Pay Period (24 Pay Periods)	Maximum Annual Accrued	Maximum Accrual Cap
0-3	6.75	162.00	264.00
4-7	8.00	192.00	296.25
8-11	8.75	210.00	332.25
12-13	9.50	228.00	368.25
14-15	10.75	258.00	388.50
16-17	11.25	270.00	412.50
18-19	11.75	282.00	424.50
20+	12.00	288.00	444.00

Amended Resolution 067-19; Adopted 12/12/2019

Full-time Regular Employees (2912 Schedule)

Years of Service	Accrued Per Pay Period (24 Pay Periods)	Maximum Annual Accrued	Maximum Accrual Cap
0-3	5.75	138.00	276.00
4-7	6.75	162.00	309.00
8-11	7.50	180.00	345.00
12-13	8.00	192.00	369.00
14-15	9.00	216.00	417.00
16-17	9.50	228.00	441.00
18-19	10.00	240.00	465.00
20+	10.50	252.00	528.00

If an employee is rehired within two years of separation in good standing, vacation accruals will be based on cumulative years of service with Johnson County Government. Otherwise, years of service will include only those years following the employee's re-hire date.

Use of Vacation

Employees will be eligible to use vacation in the first pay period after hours have been earned. Employees may only use the amount of vacation hours accrued. Vacation hours will not be advanced. Exempt employee vacation leave balances will be debited in half-day or full-day increments. Non-exempt employee balances will be debited in ¼-hour increments.

Vacation is paid at the employee's base rate of pay in effect at the time it is used. Vacation leave will not count as hours worked for the purposes of calculating overtime.

The County Manager may establish additional conditions for the use of vacation leave.

Special Use Rules for Med-Act Employees

Non-exempt Med-Act paramedics, lieutenants, and captains may utilize an additional one-half hour of their accrued and unused vacation leave when such leave is taken for regularly scheduled worktime which would have been overtime, and thus compensated at one and one-half times the regular rate of pay, if the employee had in fact worked those hours. This voluntary option allows employees to avoid a loss in annual income from scheduled overtime resulting from their use of vacation leave. No employees other than Med-Act paramedics, lieutenants, and captains scheduled annually to work 2829 hours or in excess thereof, may make use of this specific policy variance.

Payout of Accrued and Unused Vacation Hours

Any time an employee is paid for accrued and unused vacation hours, the hours will be paid at the employee's base rate of pay at the time of payment.