

## **PROCEDURE 505-1**

### **VACATION LEAVE**

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

#### **Accrual**

Vacation accruals begin the pay period following the date of hire or transfer to a benefits-eligible position. If such pay period is the third pay date in the calendar month, then vacation leave begins to accrue on the first day of the next full pay period. Accruals will be credited on the last day of each of the first two pay periods that end in each calendar month, provided that the employee is paid for all or any portion of said pay period.

An employee will move to the next level of vacation accrual after completing the appropriate year of service.

#### **Usage**

Employees must request vacation leave in accordance with the department/agency/office leave request procedures. Supervisors may approve or deny vacation requests based on department/agency/office business needs provided that the vacation is not being used in connection with approved leave under the Family and Medical Leave Act, the Uniform Services Employment and Re-employment Rights Act, or other law. Vacation cannot be used as a two-week resignation notice unless approved by the department/agency/office leader.

Employees may use vacation leave up to their regularly scheduled hours for the requested day of vacation. If the employee's vacation hours plus hours actually worked meet or exceed the number of hours the employee is regularly scheduled for the work-week, the employee's vacation bank will only be docked the difference between the number of hours actually scheduled and the number of hours worked. For example, if a 40-hour per week employee takes 8 hours of vacation on Monday, but works 36 hours during the work-week. The employee will be paid 40 hours, and only four hours will be charged to the employee's vacation leave bank.

When a holiday occurs during an employee's vacation period, time off for the date of the holiday will be charged to holiday pay. The balance of any scheduled shift may be charged to vacation.

Refund of vacation time will not be allowed for illness occurring while on vacation. Vacation must be exhausted before leave without pay may be granted.

#### **Transfers**

An employee who temporarily moves from one employee status to another with a different vacation accrual plan, will be moved to the new accrual plan during the temporary assignment. If the new accrual plan has a lower maximum accrual cap and the employee has already accrued hours above the lower cap, any excess leave time will be frozen. At the end of the temporary assignment, the employee will be returned to the accrual plan associated with the employee's regular assignment, and the frozen hours will be returned to the employee.

If an employee transfers from a benefits-eligible position to a non-benefits eligible position, the employee will be paid 100% of any accrued but unused vacation leave at the time of transfer.

If an employee transfers between full-time regular, part-time partial-plus, and part-time partial benefit positions, the employee will be allowed to maintain any accrued leave balance up to the maximum accrual cap for the position into which the employee is transferred. Any hours exceeding the maximum will be paid to the employee.

If an employee transfers to or from a position with the Johnson County Park and Recreation District (JCPRD), the employee will be paid for hours accrued with the County or JCPRD and the employee will be given credit for prior years of services with the County or JCPRD for purposes of determining accrual rates.

### **Separation**

Employees who separate from employment for any reason will be paid 100% of accrued, and unused, vacation leave.