

SUTTON COUNTY

POLICY ON VACATION

- ELIGIBILITY
1. All regular full time and regular part time employees of Sutton County shall be eligible for paid vacation leave.
- AMOUNT
2. Vacation shall be accrued in accordance with the attached Vacation Accrual Schedule.
- WAITING PERIOD
3. An employee shall be required to work for a minimum of one year in a position eligible to accrue vacation before he/she may take any vacation.
- MAXIMUM ACCRUAL
4. The maximum amount of unused vacation that an employee shall be allowed to have at any one time shall be the amount the employee would normally accrue in twelve (12) months.
- PAY IN LIEU OF TIME
5. An employee shall not be allowed to receive pay in lieu of taking time off for vacation.
- REQUESTS FOR APPROVAL
6. Employees shall submit their requests for annual vacation leave to their supervisor for approval.
7. Supervisors shall schedule the vacations of their employees with considerations being given to seniority, operating needs of the department and employee requests.
8. All requests for vacation leave of short duration (less than three days) during the year shall be subject to approval by the supervisor based on the timeliness of the request and the needs of that department.
- BORROWING VACATION
9. Employees shall not be allowed to borrow vacation against possible future vacation earnings.
- HOLIDAYS DURING VACATION
10. If a holiday falls during the period an employee is on vacation, the holiday shall be handled in accordance with the provisions of the POLICY ON HOLIDAYS and will not be charged against the employee's vacation balance.
- ILLNESS DURING VACATION
11. If an employee becomes ill while taking vacation leave, the period of illness may be charged against the employee's sick leave and not vacation, if:
- a. The employee promptly notifies his/her supervisor of the illness;

- b. The employee provides the supervisor with acceptable proof of the illness; and
- c. The supervisor gives permission to charge the period of illness to sick leave.

MAXIMUM AVAILABLE VACATION

12. The maximum amount of vacation an employee shall have available for use at any given time is the amount of unused vacation the employee had at the end of the previous month.

BRIDGING

13. An employee who is rehired by the County after employment has been terminated shall have prior service with the County counted toward years of service for calculating the rate of vacation accrual, if said termination was due to lay-off by Sutton County.

RECORD KEEPING

14. Each department head or his/her designee shall maintain and update on a monthly basis a vacation record for each employee in his/her department which shows:
- a. The vacation balance at the start of the month;
 - b. The hours of vacation earned during the month;
 - c. The hours of vacation used during the month; and
 - d. The vacation balance at the end of the month.
15. The "Employee Vacation Summary" form shall be used for maintaining employee vacation records. (A copy of this form is included at the end of this policy.)
16. A copy of the aforementioned "Employee Vacation Summary" shall be transmitted to the County Treasurer at the end of each month.

ACCRUAL FOR NEW AND TERMINATING EMPLOYEES

17. An employee hired on or prior to the 15th of the month or whose employment terminates on or after the 16th of the month shall earn a full month's vacation accrual for that month.
18. An employee hired on or after the 16th day of the month or whose employment terminates on or before the 15th of the month shall earn one-half of a month's vacation accrual for that month.

USE OF VACATION

19. Vacation time shall be used in increments of not less than ½ day or 4 hours.