

OCT 22 2018

Approved

**REQUEST FOR AGENDA PLACEMENT FORM**

**Submission Deadline - Tuesday, 12:00 PM before Court Dates**

**SUBMITTED BY: Randy Gillespie      TODAY'S DATE: October 15, 2018**

**DEPARTMENT: Personnel**

**SIGNATURE OF DEPARTMENT HEAD:**

**REQUESTED AGENDA DATE: October 22, 2018**

**SPECIFIC AGENDA WORDING: Consideration to amend Vacation and Sick time accrual policy.**

**PERSON(S) TO PRESENT ITEM: Randy Gillespie**

**SUPPORT MATERIAL: (Must enclose supporting documentation)**

**TIME: 30 minutes**

**ACTION ITEM:        X**

**WORKSHOP:      \_\_\_\_\_**

(Anticipated number of minutes needed to discuss item) **CONSENT:      \_\_\_\_\_**

**EXECUTIVE:      \_\_\_\_\_**

**STAFF NOTICE:**

**COUNTY ATTORNEY: \_\_\_\_\_**

**IT DEPARTMENT: \_\_\_\_\_**

**AUDITOR: \_\_\_\_\_**

**PURCHASING DEPARTMENT: \_\_\_\_\_**

**PERSONNEL: \_\_\_\_\_**

**PUBLIC WORKS: \_\_\_\_\_**

**BUDGET COORDINATOR: \_\_\_\_\_**

**OTHER: \_\_\_\_\_**

**\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\***

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_

## VACATION

1. **Eligibility.** All full time regular employees will be eligible for vacation benefits after they have satisfactorily completed their 6 month orientation period. For orientation employees, vacation day accruals will be calculated retroactive to the employee's hire date and may be taken after the 13<sup>th</sup> pay period following date of hire. Part-time and temporary employees are not eligible for vacation time. Part-time and temporary employees who transfer to full time regular status must satisfactorily complete the 6 month orientation period as a full time regular employee before they will be eligible for vacation benefits. Time served in a part-time or temporary status will not be credited towards satisfying the orientation period requirement.
2. **Accrual Rate. (Based on 26 pay periods per year)**
  - a. Eligible employees with 6 months but less than 1 year of service shall earn vacation time at the rate of 3.076 hours per pay period which is equivalent to 40 hours. Vacation time for these employees may be taken after the 13<sup>th</sup> pay period following date of hire.
  - b. Eligible employees with 1 year but less than 5 years service will earn vacation time at the rate of 3.076 hours per pay period which is equivalent to 80 hours per year.
  - c. Eligible employees with 5 years but less than 10 years service earns vacation time at the rate of 3.692 hours per pay period which is equivalent to 96 hours per year.
  - d. Eligible employees with 10 but less than 15 years service earn vacation time at the rate of 4.615 hours per pay period which is equivalent to 120 hours per year.
  - e. Eligible employees with 15 but less than 20 years service earn vacation time at the rate of 5.23 hours per pay period which is equivalent to 136 hours per year.
  - f. Eligible employees with more than 20 years service earn vacation time at the rate of 6.153 hours per pay period which is equivalent to 160 hours per year.
3. **Service Time Calculation.** Service time is based on the employee's most recent date of hire into a full time regular position. For part-time and temporary employees who transfer to full time regular status, service time will be calculated from the date of transfer. Employees who leave County employment and are subsequently re-employed will not receive credit for prior years of service towards vacation accrual calculations.
4. **Maximum Accruals.** Listed below are the maximum accruals based on years of service.

<b>Length of Service</b>	<b>Maximum Accumulation</b>
6 mos. to 5 years	120 hours
5 years to 10 years	144 hours
10 -15 years	180 hours
15-20 years	204.12 hours
Over 20 years	240.12 hours

Employees who reach the maximum accumulation rate will not accrue additional time until they use sufficient vacation time to bring their accumulated rate below the maximum level.
5. **Request/Approval.** Employees must make requests for vacation leave to their supervisor. All vacation leave must be approved in advance by the employee's supervisor.
6. **Scheduling.** Scheduling of vacations will be at the discretion of the Elected Official or Department Head.
7. **Advance Vacation Time.** Elected Officials or Department Heads may grant vacation time in advance except for new employees who are in their 6 month orientation period. Advanced

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vacation time cannot exceed the current year's accrual plus any approved vacation time carried over from the previous year. All advanced vacation time must be approved and scheduled by the Elected Official or Department Head. Upon termination, any vacation time taken in advance will be deducted from the employee's earnings. Elected Officials or Department Heads are not authorized to advance any other time such as bonus vacation, compensatory time, family and medical leave time, holiday, military time, personal time, or sick time.

8. **Pay In Lieu Of Time Off.** Employees will not be allowed to receive monetary payment for vacation in lieu of taking time off.
9. **Holiday During Vacation.** Official County holidays that fall during an employee's vacation will be charged in accordance with the County's holiday policy and will not be charged against the employee's vacation balance.
10. **Pay At Termination.** An employee who has worked for a minimum of one year in a position that accrues vacation and who resigns in good standing, is discharged, laid off, or is terminated for any other reason will be paid for any accrued but unused vacation up to the maximum allowed under this policy. Employees who have worked for the County for less than one year who resign, are discharged, laid off, or terminate for any other reason will not be paid for any unused vacation.
11. **Record Keeping.** Employees are responsible for the accurate recording on their time records of all vacation time used. Elected Officials or Department Heads are responsible for verification and approval of employees' vacation time recording.

## A. Sick Leave

1. **Eligibility.** All full time regular employees will be eligible for paid sick leave benefits after they have satisfactorily completed their 6 month orientation period. For orientation employees, sick leave accruals will be calculated retroactive to the employee's hire date and may be taken after the 13<sup>th</sup> pay period following date of hire. Part-time and temporary employees are not eligible for sick leave benefits. Part-time and temporary employees who transfer to full time regular status must satisfactorily complete the 6 month orientation period as a full time regular employee before they will be eligible for sick leave benefits. Time served in a part-time or temporary status will not be credited towards satisfying the orientation period requirement.
2. **Accrual Rate. (Based on 26 pay periods per year)** Eligible employees accrue paid sick leave benefits at the rate of 3.692 per pay period which is equivalent to 96 hours per year.
3. **Maximum Accruals.** Eligible employees may accumulate a maximum of 720 hours of sick leave benefits. Employees who reach the maximum accumulation rate will not accrue additional time until they use sufficient time to bring their accumulated rate below the maximum level.
4. **Use of Sick Leave.** Sick leave is to be used when an employee is physically unable to report to work due to their own personal illness/injury or to care for an immediate family member which includes a spouse, parent, or child.
5. **Restrictions.** Employees will not be entitled to sick leave benefits if their absence is due to an illness or injury that is directly or indirectly caused by an intentional self-inflicted act, willful misconduct, intoxication, or an impairment acquired through other employment including self-employment.
6. **Medical Certification.** Elected Officials or Department Heads may require a doctor's statement verifying an employee's use of any sick leave absence. Elected Officials or Department Heads should notify the Personnel Office when an employee's ailment results in an absence of more than 3 working days.
7. **Sick Leave Advance.** Sick leave time cannot be advanced or taken before it is earned.
8. **Pay In Lieu Of Time Off.** Employees will not be allowed to receive monetary payment for sick leave time in lieu of taking time off.
9. **Termination.** Upon termination, employees will not be paid for any unused sick leave time.
10. **Record Keeping.** Employees are responsible for the accurate recording on their time record of all sick leave time used. Elected Officials or Department Heads are responsible for verification and approval of employees' sick leave time recording.