

Section Name: Employee Relations                      Effective Date: January 1, 1977  
 Section Number: 400                                      Date of Revision: September 3, 2019  
 Policy Number: 427

Subject: Paid Vacation Leave Time

Overview:

The County of Monroe’s paid vacation plan is part of the benefits package extended to regular full-time employees to provide them with an opportunity to balance their work and personal lives. The County’s goal is to provide for employee’s personal rejuvenation and to reduce unscheduled absences in the workplace.

Purpose:

The purpose of this policy is to establish procedures for providing paid vacation leave for all eligible regular full-time, non-union employees.

Scope:

This policy shall apply to all departments, co-employer elected offices and administrative units of Monroe County government and their non-union employees.

Statement of Policy:

A. Vacation Leave Time Accrual:

1. All regular full-time, non-union employees shall earn vacation hours for each \*qualified calendar month worked from January 1st each year.
2. Employees will earn vacation hours as follows:

<u>Qual. Cont. Mos. Employment</u>	<u>Earned Vacation Time</u>
6 months	40.0 Hours
7 thru 18	5.5 Hours Per Month
19 thru 60	7.0 Hours Per Month
61 thru 84	8.5 Hours Per Month
85 thru 144	10.0 Hours Per Month
145 thru 180	12.0 Hours Per Month
181 thru 240	13.5 Hours Per Month
241 and over	17.0 Hours Per Month

B. Utilization of vacation leave benefits is subject to the following conditions:

1. The minimum vacation period, at any one time, is one (1) hour.
2. Vacations can only be carried forward one (1) additional calendar year. Any vacation not taken within a two-year period will be forfeited, except as otherwise requested in writing by the Elected Official/Judge/Department Head and approved by the Human Resources Director.
3. Vacation pay shall be based upon the salary the employee is earning at the time the vacation is taken. Vacation may not be taken until it is fully earned.
4. Paid vacation leave time will be made as part of the employee's regular pay. No special vacation payments will be made.
5. In the event of any employee's death, resignation, , discharge for just cause, or other separation from employment for any reason, any unused vacation hours earned immediately preceding such termination but not taken as of the date of termination, will be paid on the pay period following their termination.
6. In the event a vacation period contains holidays, the employee shall make prior arrangements with his Department Head to either have an additional vacation day added to his vacation or schedule an additional vacation day off at a subsequent time.
7. Employees will be given preference in the selection of vacation times according to departmental/office seniority and in compliance with the department/office policy.

Definitions:

- A. Qualified Calendar Month-For purposes of this policy, qualified calendar months means a month that the employee receives at least twelve (12) days pay for that month.
- B. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- C. Regular Full-time Employee- A regular employee who is scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility:

1. Employee: It is the responsibility of the employee to request vacation leave in advance and in accordance with their department/office policy.
2. Elected Officials/Judges/Department Heads or their designee(s): Each are responsible for scheduling and documenting vacation time used by exempt and non-exempt employees by authorizing the payment of vacation leave in accordance with this policy.
3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the vacation leave policy, and the authority to make exceptions.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1977.

Revised pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1984, April 1, 1989, November 9, 2010 and September 3, 2019.