

**Policy:** Vacation Time

**Revision Date:** 8/25/14

**Effective Date:** 8/26/14



- Vacation time will be paid at the regular base rate of pay for all full time employees.
- Vacation time will not count as hours worked for the purposes of calculating overtime.
- Vacation time will be earned on the following schedule for all full time employees who have completed ninety (90) days (probation):
  - Less than six (6) years' service = 6.67 hours per month on the first of each calendar month.
  - Six (6) – seven (7) years of service = 7.33 hours per month on the first of each calendar month.
  - Seven (7) years – eight (8) years of service = 8 hours per month on the first of each calendar month.
  - Eight (8) – nine (9) years of service = 8.67 hours per month on the first of each calendar month.
  - Nine (9) – ten (10) years of service = 9.33 hours per month on the first of each calendar month.
  - Ten (10) – eleven (11) or more years of service = 10 hours per month on the first of each calendar month.
  - Vacation time is capped at 3 weeks per fiscal year.
- Vacation time may be taken in no less than 1 hour increments.
- Vacation time must be scheduled seven days in advance and must be approved by the supervisor.
- Vacation time is granted based on the needs of the department.
- All unused and accrued vacation time will be paid out at the time of termination.

**Approvals:**

Bill Levakis: \_\_\_\_\_ Date: \_\_\_\_\_

Adam Dolby: \_\_\_\_\_ Date: \_\_\_\_\_

Andy Montanaro: \_\_\_\_\_ Date: \_\_\_\_\_