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**SUBJECT:** Vacation  
**POLICY NO:** IV:14  
**APPLICABLE TO:** Regular Full-time & Part-Time (0.5 FTE & >)  
**PAGE NO:** 1 of 3  
**EFFECTIVE DATE:** July 1, 1989  
**REVISION DATE:** August 1, 2018 (due to name change)

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I. POLICY:

Regular full-time and part-time (.50 FTE or greater) employees earn vacation based on their hire date and position. Part-time employees earn vacation time on a pro-rated basis.

A. Vacation Accrual

1. Units of vacation are earned according to the following schedule:

a. **Non-exempt Employees**

<u>Length of Service</u>	<u>Annual Accrual</u>
0-24 months	80 hours
25-84 months	120 hours
85 or more months	160 hours

b. **Exempt Employees And First Line Supervisors**

<u>Length of Service</u>	<u>Annual Accrual</u>
0-60 months	120 hours
61 or more months	160 hours

c. **Management (Managers, Directors & Division Heads)**

<u>Length of Service</u>	<u>Annual Accrual</u>
0-60 months	160 hours
61 or more months	200 hours

2. Vacation time is earned on a month end basis and will not be eligible to use until the following month; i.e. - January's accrual cannot be used before February 1<sup>st</sup>.

3. The amount of unused vacation that an employee may carry over into the next year is limited. The employee's year end unused accrued vacation balance will be adjusted so that the amount carried over plus their December accrual, which becomes available on January 1<sup>st</sup>, does not exceed 320 hours. For months other than the year end adjustment, employees may have a vacation balance in excess of 320 hours.



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B. Leave of Absence

Employees who are granted a leave of absence will not earn vacation accrual during any month when hours paid are less than 50% FTE.

C. Vacation Use

1. An employee must request vacation time use according to their department/division policy.
2. A company holiday occurring within a scheduled vacation is not charged against vacation time and should be identified accordingly on the employee's online timesheet and approved by management as a holiday, not as a vacation day.
3. Payment for vacation time in lieu of time off work will be given only in the case of the employee's terminating employment or transfer to an ineligible pay class (e.g. less than 0.50 FTE).
4. Vacation time can be used in one-day units or increments of quarter-hours at the option of the employee with management approval.
5. Vacation time should be recorded in the "Pay Adjustment Type" on the employee's timesheet.
6. Vacation time is not given in advance of it being accrued.
7. Accrued vacation time will be paid upon termination provided the total balance plus any unused holiday time does not exceed 320 hours.

D. Conversion of Sick Time

Non-management vacation accruing employees with more than 520 hours of accrued sick time are eligible to convert sick time to vacation. Management employees are not eligible for this program.

1. **Guidelines**

- a. Accrued sick hours may be converted to vacation hours at the rate of two for one (2 hours of sick leave becomes 1 hour of vacation).
- b. The maximum amount of sick hours allowed for conversion is 80 hours of sick time per calendar year to 40 hours of vacation time per calendar year.
- c. A minimum balance of 520 hours of accrued sick time must be maintained.
- d. An employee's election will continue unless the employee submits a new Sick Leave Conversion Form indicating a change.
- e. An employee may elect to convert
  - a specific number of accrued sick hours per calendar year, or;
  - the maximum number of accrued sick hours per calendar year.
- f. If an employee elects to convert the maximum amount, all hours above 520 will be converted automatically to vacation at the ratio of two for one until the maximum of 80 sick hours to 40 vacation hours is reached. I.e.-If an employee's accrued sick balance is over 600 hours, 80 sick hours will be converted to 40 hours of vacation immediately. If your accrued sick balance is less than 600 hours, all sick hours over 520 will be converted to vacation



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immediately, with future monthly sick accruals automatically converting to vacation at a two to one ratio until the maximum amount is reached.

## 2. Procedure

- a. Eligible employees must complete a Sick Leave Conversion Form.
- b. If Payroll receives the completed Sick Leave Conversion Form by the 15<sup>th</sup> of the month, the converted time will be available on the first of the following month.
- c. Converted hours will be reflected on employees paid leave statements.
- d. Employees in their notice period to resign employment will not be eligible to begin or continue the sick to vacation conversion.

## II. RELATED POLICIES

- A. Policy IV:04, Holidays
- B. Policy VI:12, Sick Leave (Short-Term Disability)
- C. Policy IV:20, Family and Medical Leave Act (FMLA)
- D. Policy VII:24, Employee Termination