

## **VACATION LEAVE POLICY**

Vacation eligibility is awarded each July 1<sup>st</sup> following the date of hire. The employee is eligible to use as much vacation time as has been earned at that time the vacation request is made.

0 thru 6 months	None
7 months to next July 1 <sup>st</sup>	Up to a maximum of two weeks (10 days), based on one day earned for each full month of service retroactive to the hire date.
2 thru 5 years of service	Three weeks (15 days)
6 thru 10 years of service	Four weeks (20 days)
11 thru 20 years of service	Five weeks (25 days)

Employees working less than 40 hours per week shall receive vacation time, based on their average work week, on a pro-rated basis.

Effective June 30, 2004, the total accrued vacation time for all M&P employees shall not exceed 240 hours on June 30<sup>th</sup> each fiscal year. Employees are encouraged to use vacation time during the year accrued.

### **Separation from Employment**

Upon separation from employment, including termination, retirement, resignation, or death, an employee or the beneficiary of the deceased employee shall be paid an amount equal to the employee's accrued vacation time.

### **Other Uses of Vacation Leave**

Sick leave used in excess of that authorized under Sick Leave may be charged to vacation time, upon request of the employee and with approval of the Department Head and Personnel Director.

### **Additional Vacation Day's**

An employee shall be granted another day of vacation, if while on vacation leave a designated holiday occurs. On declared emergency days, no additional vacation will be earned as a result.

This Policy replaces section 10.0 in the Personnel Manual. This policy was adopted 11/6/06.