

## **SECTION 10.2**

### **VACATION**

The County requires each employee to take an annual vacation entitlement as paid time off away from work. Vacations may be taken by separate weeks, days or by hours. The County prefers, however, that employees take at least one vacation period of at least five consecutive days. Subject to the availability of funds, with the exception of those employees having fifteen years or more of service, the County generally does not provide vacation pay unless vacation time is actually taken as time off from work, or upon separation. In addition, employees shall not be allowed to borrow vacation time against future vacation accrual.

1. Subject to the schedules and restrictions set out below, regular employees will be allowed absence for vacation at the employee's regular rate of pay and according to the employee's regular schedule. The Department Head/Elected Official will be responsible for scheduling vacations so that additional employees will not be needed, except in special cases approved in advance by the Commissioners' Court.
2. Requests for vacation should be submitted to the Department Heads/Elected Officials at least 24 hours in advance. Preference in selection of dates will be granted based on length of employee service.
3. Employees who have completed at least twelve consecutive months of service with the County shall be paid for any accrued but unused vacation to which they are entitled upon separation.
4. Employees who are separated before completing twelve consecutive months of service shall not be entitled to payment for accrued vacation.
5. Employees having fifteen (15) **consecutive** years or more of service may request to receive payment in lieu of vacation for a maximum of eighty (80) hours, subject to the availability of funds. **Such requests are limited to twice annually, and do not include carry forward vacation hours.**
6. Ordinarily, persons who have commenced their vacations may not seek to have their vacation time rescheduled due to unforeseen occurrences, or request vacation time be converted to sick leave or emergency leave. However, documented cases of hospitalization, serious illness or other unexpected emergencies may be submitted to the Department Head/Elected Official, along with request for rescheduling of vacation days affected. Granting or refusal of such request shall be at the discretion of the Department Head/Elected Official.
7. If a County-paid holiday falls during an employee's vacation, the holiday will not be counted as vacation taken. The employee may extend the vacation by one day or take the vacation day at a later date.
8. Vacation may be carried forward from year to year only if it is in the best interest of the County and with the approval of their Department Head/Elected Official. Vacation carried forward must be reported to the Auditor's Office no later than January 7 and must be used by March 15 of the year following the year the vacation was due. Employees who carry forward vacation but terminate employment with the County prior to March 15 will not receive payment for any remaining unused vacation carried forward at the date of termination. Employees will not receive payment for vacation carried forward.

9. No employee shall be entitled to take vacation time until after working twelve (12) consecutive months. Upon completion of twelve (12) consecutive months, an employee will be entitled to vacation, based on the following schedule, during the remainder of that calendar year:

<b>Month of Employment</b>	<b>Hours of Vacation</b>
January	80
February	72
March	64
April	60
May	56
June	48
July	40
August	32
September	24
October	20
November	16
December	8

10. In subsequent years, for the purpose of computing vacations, “commencement of employment” shall be January 1, of the calendar year in which the employee was last employed.
11. Vacation leave credits are not transferable between employees.
12. Vacation is accrued on an annual basis for use the following year. The rate of accrual depends upon the years of service. An employee accrues vacation consistent with the years of employment shown on the schedule below, as measured from the “commencement of employment” as defined above.

**Schedule of Vacation Allowances**

<b>Employment of At Least</b>	<b>But Less Than</b>	<b>Vacation Allowance</b>	<b>Rate of Accrual Per Pay Period</b>
0 months	1 year	Prorated by date employed – not usable until after one year.	
1 year	5 years	80 hours	3.08 hours
5 years	10 years	120 hours	4.62 hours
10 years	15 years	160 hours	6.15 hours
15 years	-----	200 hours	7.69 hours