



CHAPTER: Leave Benefits

SUBJECT: Vacation

POLICY NUMBER: 4.700 Pages: 4

**RELATED POLICIES:
4.711**

ENABLING RESOLUTION:	REVISION DATE(S):
109-1990 267-2007 183-2013	2/88 5/90 2/91 8/929/93 2/94
143-2005 269-2007 49-2014	6/94 5/95 3/97 1/98 11/01
144-2005 122-2013 177-2014	10/02 8/05 12/07 06/13 10/13
172-2016	4/14 12/14 11/16

DEPARTMENT OF PRIMARY RESPONSIBILITY: HUMAN RESOURCES

SPECIAL NOTES: This Policy/Procedures Manual does not in any way constitute an employment contract. Sedgwick County reserves the right to amend this Manual at any time subject only to approval by the Board of County Commissioners and the Governing Body of Sedgwick County Fire District Number One.

Benefits granted under this Policy may offset the period of unpaid leave provided to eligible employees under the Family and Medical Leave Act of 1993 and described in County Policy Number 4.711, “Family and Medical Leave”.

I. Purpose

Vacation provides the opportunity for employees to be away from the responsibilities of the work place while continuing to receive compensation and benefits.

II. Policy

- A. The vacation year shall be January 1 through December 31.
- B. Department Directors, Division Heads and Elected Officials shall approve and schedule vacations to ensure minimum disruption of division and County work.
- C. Vacation may be utilized upon hire as it is accrued. Sheriff employees shall consult their division policies.
- D. Vacation leave is granted only to permanent full time and permanent part time employees.
- E. Employees begin accruing vacation leave on the hire date and thereafter based on paid time.
- F. The employee will have the option to sell up to five (5) days of vacation during open

enrollment at 100 percent of their hourly rate including any interim, acting, and shift pay. The employee must have equivalent of two weeks plus the number of hours he/she elects to sell.

- G. When an employee has given two (2) weeks' notice of his/her intent to resign, or notice requirement has been waived, and he/she has been employed for more than six (6) months, the employee shall be paid for any unused vacation at 100 percent of their hourly rate including any interim, acting, and shift pay. Sheriff employees shall consult their division policies.
- H. To ensure that employees of the Fire District who work fifty-six (56) hours per year can capitalize on increased vacation accrual in the year in which the increase occurs, they 1) the full shift (24 hour) increase shall be credited to the employee at the beginning of the year they attain the new accrual rate, 2) employees will select vacation in the preceeding year with the knowledge that one additional shift will be available, and 3) the Fire District will work with payroll to unsure adjustments are correctly made to affected employee vacation balances at the beginning of the anniversary year.

Newly hired fifty-six (56) hour Fire District employees and employees changing from part-time to full-time status, will have his/her vacation balance adjusted to the next 24 hour increment in January of the year following his/her hire or his/her change to full-time status.

For Fire District Employees who work fifty-six (56) hours, all vacation leave earned in one calendar year must be taken in the following calendar year and after completion of the probationary period.

Calculation of Vacation Leave:

Employees will be paid accrued leave based on their termination date.

- A. If an employee leaves County service before six (6) months, he/she shall not be compensated for any accrued vacation leave. If an employee dies during the first six months of employment, his/her estate will be paid the accumulated vacation leave.

B. Vacation Eligibility

- 1. Based on a forty (40) hour week.

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>ANNUAL ACCRUED HOURS</u>
0 - 5	96
6 - 10	120
11 - 15	144
16 - 20	168
21 +	192

2. Fire Department – forty (40) hour week.

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>ANNUAL ACCRUED HOURS</u>
0 - 5	96
6 - 10	120
11 - 15	144
16 - 20	176
21 +	200

3. Fire Department - fifty six (56) hour week.

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>ANNUAL ACCRUED HOURS</u>
0 -5	120
6 - 10	144
11 - 15	168
16 - 20	216
21 – 24	240
25 +	264

3. Emergency Medical Service - forty two (42) hour week.

<u>YEARS OF CONTINUOUS SERVICE</u>	<u>ANNUAL ACCRUED HOURS</u>
0 -5	100.8
6 - 10	126
11 - 15	151.2
16 - 20	176.4
21 +	201.6

C. Vacation Carry Over

The County will allow twenty (20) days/one hundred sixty (160) hours maximum accumulation of vacation leave to be carried forward into each year for forty (40) hour employees. Accumulated vacation over twenty (20) days/one hundred sixty (160) hours carried into the next year will be lost to the employee.

Fire District fifty-six (56) hour employees will be allowed to carry over vacation accrued in the prior employment year. The maximum accumulation of vacation leave that may be carried forward into each year is two hundred sixty four (264) hours. Fire District forty (40) hour employees will be allowed to carry over one hundred sixty eight (168) hours into the next year.

Emergency Medical Service forty two (42) hour employees will be allowed one

hundred sixty-eight (168) hours maximum accumulation of vacation leave to be carried forward into each year. Accumulated vacation over one hundred and sixty-eight (168) hours carried into the next year will be lost to the employee.

- D. There will be no accrual given for hours without pay (HWP). Vacation will accrue when an employee is on paid leave.
- E. All eligible employees should be strongly encouraged by their Division Head, Elected Official or the appropriate hiring authority to take at least one (1) uninterrupted week of vacation per year.
- F. Accrued vacation may be utilized during an approved Family and Medical Leave. (See Policy 4.711 Family and Medical Leave.)

III. Procedure

- A. Vacation time shall be recorded on the time sheets.

Exempt employees will record vacation on the time sheet in four (4) hour blocks. Exception: If the employee's work day is not equally divided into 4 hour blocks of time, then the leave time is recorded in ½ day increments. (Example: 10 hour day equals a 5 hour block of time recorded as leave.) It shall be the responsibility of the salaried employee to report leave time on the time sheet.

Non-exempt employees will record vacation on the time sheet in quarter hour (1/4) increments.

- B. Department Directors, Division Heads and Elected Officials shall maintain the vacation leave information on the employee's time record. The use and accumulation of vacation leave shall be displayed on the employee's payroll check.