



CHAPTER: Leave Benefits

SUBJECT: Vacation

POLICY NUMBER: 4.700 Pages: 3

**RELATED POLICIES:
4.711**

**ENABLING RESOLUTION:
109-1990 267-2007
143-2005 269-2007
144-2005**

**REVISION DATE(S):
2/88 5/90 2/91 8/929/93 2/94 6/94
5/95 3/97 1/98 11/01 10/02 8/05
12/07**

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

- A. The purpose of this Policy is to provide eligible employees with annual periods for rest and relaxation in recognition of services performed.
- B. It will also provide uniform treatment for Sedgwick County employees. The Memorandum of Agreement should be consulted for those Fire District employees who are included in the bargaining unit.

II. Policy

- A. The vacation year shall be January 1 through December 31.
- B. Division Directors, Department Heads and Elected Officials shall approve and schedule vacations to ensure minimum disruption of departmental and County work.
- C. Six months employment shall be calculated from the employee's initial date of hire.
- D. Upon completion of six (6) months employment, vacation credit shall be allowed for the time served; but no vacation shall be utilized during the first six (6) months of employment unless a new employee is injured on the job. Fire Union employees shall consult their Union Contract.
 - 1. An employee who is injured on the job must use all his/her accumulated sick leave before utilizing vacation.
 - 2. Employees on promotional probation may take vacation at anytime with the approval of the Division Director, Department Head or Elected Official.
- E. Vacation leave is granted only to permanent full time and permanent part time employees.
- F. Employees begin accruing vacation leave on the hire date and thereafter based on paid time.

- G. 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.
- H. 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 or acting pay. Shift differential will be applied to the percentage of vacation payout hours that equals the percentage of paid hours receiving shift differential in the previous twelve (12) weeks. Fire Union employees shall consult their Union Contract. Sheriff employees shall consult their departmental policies.

Calculation of Vacation Leave:

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

- I. If an employee leaves County service before six (6) months, he/she shall not be compensated for any accrued vacation leave. Fire Union employees shall consult their Union Contract.

J. 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 - 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	192
21 - 24	216
25 +	240

- 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

- K. 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 forty (240) hours.

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.

- L. There will be no accrual given for hours without pay (HWP). Vacation will accrue when an employee is on paid leave.
- M. All eligible employees should be strongly encouraged by their Department Head, Elected Official or the appropriate hiring authority to take at least one (1) uninterrupted week of vacation per year.
- N. Salaried classified exempt employees will record vacation on the time sheet in four (4) hour blocks. (Example – 3 hours 59 minutes will not be recorded on the time sheet. 5 hours and 59 minutes will be recorded as 4 hours, and so on.) 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.
- O. 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.

Salaried classified exempt employees will record vacation on the time sheet in four (4) hour blocks. (Example – 3 hours 59 minutes will not be recorded on the time sheet. 5 hours and 59 minutes will be recorded as 4 hours, and so on.) 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.

- B. Division Directors, Department 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.