

Title: Vacation Leave
Policy Number: 402
Effective Date: July 1, 2009
Revision Date: July 1, 2014
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to provide annual vacations with pay to full-time and part-time employees in accordance with the guidelines established below.

Comments:

- (1) Vacations are accrued based on the employee's length of service. Employees shall be eligible for paid vacation time after six (6) months of continuous service with the County and successful completion of the employee's introductory period.
- (2) Full-time employees shall accrue vacation on a bi-weekly basis in accordance with the following schedule:

Years of Service	Bi-Weekly Accrual	Annual Accrual	Max Allowed
Upon Hire	3.0770 hrs.	80 hours	160 hours
After 4 years	4.6154 hrs.	120 hours	200 hours
After 9 years	5.5385 hrs.	144 hours	224 hours
After 14 years	6.1539 hrs.	160 hours	240 hours
After 24 years	7.6923 hrs.	200 hours	280 hours

Due to this policy change, employees have until July 1, 2015 to reduce their vacation accrual to the maximum vacation allowed. Employees who are currently over the maximum are encouraged to work with their Department Head or Elected Official over the 2014/15 fiscal year in order to be in compliance with the policy on July 1, 2015.

- (3) Part-time employees who work twenty-four (24) hours or more per week shall accrue vacation on a pro-rated basis in accordance with the full-time schedule above. Hours shall accrue bi-weekly and shall be pro-rated based upon the part-time employees regular work schedule. If there is a change to the employee's regular work schedule, the Department Head shall notify payroll to discuss an adjustment in the bi-weekly accrual. The maximum vacation a part-time employee can receive is 75% of full-time accrual. Part-time employees who work less than twenty-four (24) hours per week and temporary/variable hour employees are not eligible to receive paid vacation.
- (4) Vacation may be taken in one (1) hour increments or less if approved by the Department Head.

- (5) Vacation will be paid at the employee's base rate at the time the leave is taken.
- (6) Vacation may not be taken in advance. Employees may not take paid vacation until they have accrued the vacation.
- (7) Employees may not receive compensation for accrued vacation in lieu of time off unless written approval is received from the Department Head and approved by the Board of Supervisors.
- (8) Officially designated holidays within a period of vacation leave shall not be counted against vacation leave. Continuous shift employees, as identified in collective bargaining agreements, who "bank" holiday hours shall designate how the holiday is to be deducted if it falls during their vacation leave.
- (9) Employees on a leave of absence, other than a military leave of absence, are required to use all accrued paid vacation time as part of the leave, prior to going on a leave without pay. Vacation leave shall not be earned by any employee on a leave of absence without pay.
- (10) Vacation shall be granted at the time requested by the employee subject to the provision of this Article. The Employer shall have the right to approve or disapprove of an employee's requested vacation period, considering the scheduling requirements of the department, and shall not consider individual personalities, nor shall the Employer discriminate between or among employees. If the workload permits vacation, but the number of persons on vacation must be limited, seniority shall govern.
- (11) Pottawattamie County encourages employees to use their available vacation time. Employees may elect to carry over up to eighty (80) hours of vacation from year to year.. The maximum amount of vacation an employee may have is the annual accrual plus eighty (80) hours. All remaining vacations earned must be taken by the employee , unless a vacation was scheduled by the employee and, canceled by the Employer.

Effective July 1, 2015 and forward, if the employee's or Department Head's accrued vacation exceeds annual accrual plus 80 hours vacation accrual will temporarily stop unless written authorization stating otherwise is received from the Department Head and approved by the Board of Supervisors. When vacation is taken again and the total accrued amount falls below the maximum, vacation accrual will begin again.

- (12) Upon separation from employment with the County, employees shall be paid for any unused vacation accrued at the time of separation. Vacation shall be paid out in one lump sum on the final paycheck unless otherwise directed by the Department Head.

- (13) Employees who have a question in regard to the calculation of their vacation hours, pay or eligibility may request a review by the Human Resources Department.