



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

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| Policy No. 1240 | Date Issued: February 17, 1994 |
| Section: 1000 – Personnel Policies | Date Revised: February 25, 2016 |
| SUBJECT: VACATION LEAVE | |
| APPROVED:  Board Chairperson | |

- 1.0 Regular and probationary full-time employees of the Authority shall accrue paid vacation hours according to the following schedule:
 - 1.1 Zero (0) through two (2) years of service - ninety (90) hours per year.
 - 1.2 Three (3) through five (5) years of service - one hundred (100) hours per year.
 - 1.3 Six (6) through ten (10) years of service - one hundred and twenty (120) hours per year.
 - 1.4 Eleven (11) through fifteen (15) years of service - one hundred and thirty six (136) hours per year.
 - 1.5 Sixteen (16) through twenty four (24) years of service - one hundred and sixty (160) hours per year.
 - 1.6 Twenty five (25) years or more of service - two hundred (200) hours per year.

- 2.0 Regular and probationary part-time employees shall accrue paid vacation hours on a pro-rata basis according the number of annual hours scheduled.

- 3.0 Probationary employees will not be eligible to use vacation hours until they have

completed 1040 hours of service.

- 4.0 Employees in a non-pay status do not earn or accrue paid vacation hours.
- 5.0 No employees may accrue in excess of two (2) times their annual vacation hour accrual.
 - 5.1 In the event of an Authority vacation cancellation due to an emergency situation or a paid leave of absence due to an industrial injury where employees would exceed their accrual limitation; the accumulation of vacation hours may temporarily exceed the limitation, in which case the Authority will make every effort to reschedule canceled vacations in periods suitable to employees.
- 6.0 Employees who have unused vacation hours and who leave Authority service for any reason shall be paid the monetary value for all accumulated but unused vacation leave to the date of separation.
- 7.0 It is the policy of the Authority that employees shall take their normal vacation each year at such time or times as may be approved by the Authority.
- 8.0 Notwithstanding the foregoing, management or confidential employees may elect to be paid at their regular rate of pay for a maximum of forty (40) hours of unused vacation leave during each fiscal year.
- 9.0 The General Manager may grant management or confidential employees up to a maximum of forty (40) additional hours of vacation leave per fiscal year in recognition of extraordinary work efforts and/or hours devoted to a significant project, program or situational assignment.