

8.4 VACATION LEAVE

Regular Full Time – 40 hours per week employees are eligible to accrue paid vacation leave.

Regular Full Time – 32 hours per week employees are eligible to accrue paid vacation leave (prorated at 6.5).

Regular Full Time – 30 hours per week employees are not eligible for vacation.

Regular Part Time – 29.75 hours per week or less employees are not eligible for vacation.

Temporary employees are not eligible for vacation.

Employees are encouraged to take regular vacations at least annually.

Employees are not credited with vacation leave until the completion of one year of service with the county. Vacation leave is credited to an employee for continuous service on the first anniversary date of his or her employment and each year thereafter.

Vacation Leave Accrual for Regular Full Time – 40 hours per week employees. Regular full-time employees earn vacation as follows:

Years of Employment	Vacation Days
After one full year of continuous service	40 hours per year
After two years of continuous service, but less than five years	80 hours per year
After five years of continuous service, but less than 10 years	96 hours per year
After 10 years of continuous service, but less than 15 years	120 hours per year
After 15 years of continuous service	160 hours per year

Vacation Leave Accrual for Regular Full Time – 32 hours per week employees. Regular part-time employees who work 32 hours per week earn vacation leave as follows:

Years of Employment	Vacation Days
After one full year of continuous service	32.50 hours per year
After two years of continuous service, but less than five years	65 hours per year
After five years of continuous service, but less than 10 years	78.25 hours per year
After 10 years of continuous service, but less than 15 years	97.50 hours per year
After 15 years or more of continuous service	130 hours per year

Maximum Vacation Leave Accrual Accrued vacation leave must be used in the year that it is credited to an employee's account. Any balance is reduced to zero without compensation to the employee on the employee's next anniversary date of employment (see EMS Department section below).

The employee's elected official or Department Head may request in writing to the Commissioners Court, a hardship variance to this policy to allow additional time to use the vacation leave.

No payment is made in lieu of vacation upon status change to part-time.

Vacation Leave – EMS Department and Sheriff's Office Personnel

The EMS department/Sheriff's Office recognizes that vacation is important for employee health. Eligible EMS/Sheriff Office employees will accrue vacation leave as per standard county policy. All vacation leave eligible employees are required to use a minimum of 40 hours of vacation per year. Failure to use the 40 hours will cause the time to be forfeited. On the employee's anniversary date, the eligible EMS department /Sheriff's Office Personnel employees shall be paid for unused vacation leave for any remaining hours in excess of 40 hours.

Employees with one full year of continuous service (40 hours vacation per year) – All vacation leave must be used prior to the employee's anniversary date or it will be forfeited.

Employees with two or more years of continuous service (41-160 hours) – 40 hours of vacation leave must be used prior to the employee's anniversary date. The remaining balance of hours 41-160 hours can be either used by taking vacation or paid on the employee's employment anniversary. The employee will be paid for credited but unused vacation leave not to exceed the maximum vacation leave accrual for that year minus 40 hours. The rate of pay will be determined by the salary rate in effect at the time of termination.

However, employees who do not complete a full year of employment will not be paid for vacation leave.

Scheduling Vacation Leave Supervising Elected Officials and Department Heads should encourage their employees to schedule vacations and to request leave well in advance; vacation schedules must accommodate the county's work schedule. Provided that departmental workload permit, employees should be allowed to select their desired vacation periods. If there is a conflict in vacation schedules involving two or more employees, employees are granted their preference on a "first come, first served" basis. If two requests are received at approximately the same time and cover the same requested vacation period, the employees will be granted their preference in accordance with seniority. If the desired leave schedules conflict with county requirements, the county's requirements are given first consideration. Approval of previously approved leave requests may be withdrawn if necessary to satisfy work requirements of the county.

Payment for Unused Vacation Leave Upon Separation When an employee leaves the services of the county, he or she will be paid for credited but unused vacation leave not to exceed the maximum vacation leave accrual for that year. The rate of pay will be determined by the salary rate in effect at the time of termination. However, employees who do not complete a full year of employment will not be paid for vacation leave.