

2B-3 VACATION (Revised 6-28-22)

The following employee classifications shall be eligible for the vacation benefit: Full-Time Regular. These following employee classifications shall not be eligible for the vacation benefit: Part-Time and Temporary.

Employees who have worked for less than 10 years in a position eligible to receive vacation shall earn vacation at the rate of .833 working days per month, which is equivalent to 10 working days per year.

Employees who have worked for 10 or more years in a position eligible to receive vacation shall accrue vacation at the rate of 1.25 working days per month, which is equivalent to 15 working days per year.

Employees who have worked for 20 or more years in a position eligible to receive vacation shall accrue vacation at the rate of 1.67 working days per months, which is equivalent to 20 working days per year.

Vacation shall not be accrued while an employee is on leave without pay. Accrual of vacation shall begin at the time an employee begins work in a position eligible to accrue vacation, but an employee must work for a minimum of six (6) months in such a position before being eligible to take any vacation.

The maximum amount of unused vacation an employee shall be allowed to have at one time is the amount the employee would normally earn in (1) year at his or her current accrual rate plus five (5) additional workdays. (This would be 15 working days for employee with less than ten (10) years working in a position eligible to accrue vacation and 20 working days for employees with ten (10) years or more in such a position.) When an employee reaches the maximum accrual, he/she shall not be allowed to accrue additional vacation time until the employee takes vacation hours to reduce the balance below the maximum allowed under this policy.

Accrual over the maximum may be allowed if an employee is unable to take vacation because of the needs of the County and:

- a) Within thirty (30) days after an employee accrues the maximum amount of unused vacation time, the employee's supervisor prepares and submits, to the Commissioners' Court, a written request for accrual above the maximum explaining why the employee was unable to take vacation; and
- b) The request is approved by the Commissioner's Court at its next meeting and the employee must take the leave within two (2) months or the time will be lost.

Scheduling of vacations shall be at the discretion of the individual department heads.

The minimum amount of vacation that may be taken at one time shall be one-half (1/2) day.

Employees shall only be able to use vacation which has already been accrued and shall not be allowed to borrow vacation against possible future accruals.

If a holiday falls during an employee's vacation, the holiday shall be charged in accordance with the POLICY ON HOLIDAYS and shall not be charged against the employee's vacation balance.

If an employee has worked for at least one year in a position which accrues vacation at the time the employee resigns, is discharged, or is terminated for any other reason, the employee shall receive pay for all unused vacation up to the maximum allowed under this policy at the hourly rate at which it was accrued.

An employee who has not worked a minimum of one year in a position which accrues vacation shall not be eligible for any vacation pay upon termination of employment.

Trinity County shall retain the right to "buy back" vacation time down to 40-hours by paying the employee for that time at the employee's current regular rate. **(Revised 6-28-22)**

Each employee shall be responsible for accurately recording all vacation time used on their time sheet.