

POLICY-HR-3503

See Also: N/A

Approved by: _____

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Intercity Transit Authority

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ACCRUING VACATION LEAVE

Definitions:

“eligible employee” – an employee employed on January 1 of each year and in paid status, including paid leave, during all or part of the fifteen day time period beginning January 1 and ending January 15.

“full-time” – work that equates to forty or more hours per week.

“three-quarter time” – work that equates to thirty to thirty-nine hours per week.

“half-time” – work that equates to twenty to twenty-nine hours per week.

This policy applies to all non-represented employees of Intercity Transit.

1. Vacation Hours Count As Hours Worked

Paid vacation leave counts as hours worked for overtime calculation.

2. Employee Accrues Vacation Hours Based on Hours Worked

Employees accrue vacation hours for each full month of service in which the employee remains in paid status. Management prorates vacation credit for any month the employee serves in unpaid leave of absence or disciplinary suspension, based on the number of paid hours received by the employee for the month.

Employees classified to work “full-time” will accrue vacation hours in accordance to the schedule in Section 3. Employees classified to work “three-quarter time” will accrue vacation hours at the rate equivalent to three-fourths the full-time rate per month. Employees classified to work “half-time” will accrue vacation hours at the rate equivalent to one-half the full-time rate per month. Employees classified to work less than twenty hours per week are NOT entitled to accrue vacation hours.

3. Intercity Transit Adopts Vacation Accrual Schedule

The Intercity Transit Authority adopts the following vacation accrual schedule.

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VACATION ACCRUAL HOURS AND DAYS SCHEDULE	
YEARS OF SERVICE	ANNUAL VACATION HOURS
1	112
2	120
3-4	128
5	136
6-7	144
8-10	152
11-12	160
13-16	168
17-18	176
19	184
20-25	192
26 or more	200

4. Employees Request Vacation Leave

An employee's supervisor must approve vacation leave requests. Staff may only take vacation leave in fifteen minute increments. Departments must schedule employee vacations without undue disruption of department operations.

5. Employees Receive Floating Holidays As Additional Vacation Hours*

Non represented employees work many traditional holidays, thus each "eligible employee" receives five floating holidays each year. The agency awards the floating holidays by adding up to forty vacation hours to each employee's accumulated vacation hours on January 1 of each year, prorated as provided in section 2.

6. Returning Employees Receive Pro-Rated Floating Holiday Hours*

Employees, who return to work after January 15 and remain in paid status, shall receive accrued floating holidays in the form of vacation hours on their date of return to work based on the following schedule:

Returning to work by April 1 *up to 32 hours prorated as provided in section 2*
Returning to work by July 1 *up to 24 hours prorated as provided in section 2*
Returning to work by October 1 *up to 16 hours prorated as provided in section 2*

7. New Employees Receive Pro-Rated Floating Holiday Hours*

A new employee serving an introductory period shall receive one floating holiday (8 hours vacation time) at the start of his/her introductory period. The new employee shall receive vacation hours in lieu of floating holiday time on the following schedule:

In paid status April 1 *up to 24 hours prorated as provided in section 2*

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In paid status July 1 *up to 16 hours prorated as provided in section 2*

In paid status October 1 *up to 8 hours prorated as provided in section 2*

8. New Employees May NOT Use Vacation Hours During Introductory Period

Management bases an employee's eligibility to use vacation leave on the employee's start date for vacation leave accrual benefits. Introductory new employees may NOT take vacation leave during their introductory period. (Exception: a new employee may use vacation hours credited in lieu of floating holidays during his/her introductory period. An employee shall receive credit for accrued vacation hours upon completion of their introductory period retroactively to their start date in the position. When on unpaid leave of absence, an employee does NOT accrue vacation leave.

9. Temporary Employees Do NOT Receive Vacation Hours

Intercity Transit does NOT award vacation hours to temporary employees. Temporary employees are ineligible for additional vacation hours provided in lieu of receiving certain paid holidays.

10. Intercity Transit Increases Vacation Accrual Limits

Vacation leave may accrue from year-to-year with a maximum accrual limit of 360 hours on the employee's anniversary date. Effective on the employee's anniversary date, the employee shall forfeit any vacation leave in excess of the 360 hours maximum accrual limit allowed.

11. No Pay For Vacation Hours In Lieu of Time Off

Intercity Transit does NOT pay employees for vacation hours in lieu of taking time off, except upon separation from Intercity Transit employment. When leaving Intercity Transit's service, an employee will receive pay at the employee's prevailing rate of pay for accrued, but unused, vacation hours.