

Policy 17 **Vacation**

17.01 General Provisions

- (a) Eligibility. All regular full-time and regular part-time employees are eligible for vacation benefits.

- (b) Part-Time Employees. The schedules listed below apply to full-time employees; vacation for part-time employees will be pro-rated (based on FTE level or, in some cases, by hours worked over a certain period).

- (c) Definitions. In this Policy, the terms “year” and “year of employment” refer to the period from the employee’s date of hire through the following December 31, which is the “year of hire,” and then to subsequent calendar years. For Highway Department employees, other than supervisory and administrative employees, the “year of hire” is the period from the date of hire through the following anniversary date, and each subsequent “year of employment” is the period from one anniversary date to the next.

17.02 Vacation Earnings

- (a) General Schedule of Vacation Earning. Regular employees will earn vacation at the following rates, except as otherwise provided by this policy.

During the year of hire, five-sixth of a vacation day for each full month of employment completed as a regular employee.

During the employee’s second through fourth years of employment, 10 vacation days per year.

During the employee’s fifth through ninth years of employment, 15 vacation days per year.

During the employee’s tenth through nineteenth years of employment, 20 vacation days per year.

After the employee’s nineteenth year of employment, 25 vacation days per year.

- (b) Schedule of Vacation Earning for Most Park View Employees. Regular employees of Park View Health Center, other than managers, supervisors, administrative employees, and licensed nurses and other professionals, will earn five-twelfths of a vacation day for each full month of employment completed as a regular employee during the year of hire. In subsequent years, these employees will earn vacation according to the general schedule.

by the employee to the County. Each employee who receives a vacation bank under this section must sign a statement agreeing to repay any used but unearned vacation in this manner.

17.05 Vacation Rules

- (a) Vacation Day. A vacation day consists of 7.5 hours for employees whose regular work week is 37.5 hours, and consists of 8 hours for employees whose regular work week is 40 hours. Vacation earnings will be translated into hours based on the employee's regular work schedule at the time earned.
- (b) Scheduling. Departmental rules will control the method and time for employees to request vacation use, the number of employees who can take vacation on a given day, the increments in which vacation time may be used, and other matters related to scheduling of vacation.
- (c) Carryover. If any vacation remains at the end of the year of employment, up to five days of vacation will be carried over into the next year, and anything above that amount will be converted to sick leave. Any vacation carried over must be used during the next year, and will not be paid out if the employee terminates retirement.
- (d) Payouts. Earned but unused vacation may be paid out for employees who have earned a partial day of vacation that they cannot schedule under department rules. Unused vacation may be paid out for bridgetenders, who are limited in the number of vacation days they may use during the season. Earned but unused vacation will be paid out upon termination of employment under Policy 27. Other than these situations, unused vacation will not be paid out.
- (e) Holidays. In the event that a holiday occurs during a vacation week, the vacation hours for that day may be scheduled to be taken on another day during that year, except that shift workers at Park View Health Center and Equipment Operator I's assigned to janitor-watchman duties in the Highway Department must use vacation to cover the holiday if the employee would otherwise have been scheduled to work the holiday.
- (f) Leaves of Absence. Leaves of absence without pay in excess of thirty days will reduce vacation earned on a pro-rata basis.
- (g) Termination. Terminating employees may be eligible for the payment of earned but unused vacation in accordance with the provisions set forth in Policy 27.

CURRENT WINNEBAGO COUNTY VACATION POLICY (Adopted Feb. 2014)

Policy 17 Vacation

17.01 Eligibility

All regular full-time and regular part-time employees are eligible for vacation benefits. The schedules listed below apply to full-time employees; vacation for part-time employees will be pro-rated (based on FTE level or, in some cases, by hours worked over a certain period). Vacation benefits are generally earned in one year and then made available for use in the following year.

17.02 Vacation Benefits

(a) General Schedule. Vacation will be made available to all eligible employees (subject to the exceptions identified below) on January 1 of each year following the year of hire. For purposes of this provision, the "date of hire" means the date hired as a regular employee. The general schedule of vacation benefits is as follows:

On January 1 following the date of hire, five-sixths of a vacation day for each full month of employment completed as a regular employee.

On each January 1 of the second through fourth years following the date of hire, 10 vacation days.

On each January 1 of the fifth through ninth years following the date of hire, 15 vacation days.

On each January 1 of the tenth through nineteenth years following the date of hire, 20 vacation days.

On each January 1 of the twentieth and subsequent years following the date of hire, 25 vacation days.

(b) Park View Employees. On the first January 1 following the date of hire, employees of Park View Health Center, other than managers, supervisors, administrative employees, and licensed nurses and other professionals, will earn five-twelfths of a vacation day for each full month of employment completed from the date of hire through December 31. In subsequent years, these employees will be subject to the general schedule.

(c) Highway Department Employees. Employees of the Highway Department, other than supervisory and administrative employees, will earn vacation on their anniversary dates of hire according to the following schedule:

not eligible for conversion to sick leave. If any carry-over vacation days are not used by March 31 they will be lost. There will be no payouts of carry-over vacation days.

(d) Payouts. Unused vacation may be paid out for employees who have earned a partial day of vacation that they cannot schedule under department rules. Unused vacation may be paid out for bridgetenders, who are limited in the number of vacation days they may use during the season. Unused vacation will be paid out upon termination of employment under Policy 27. Other than these situations, unused vacation will not be paid out.

(e) Highway Department Employees. For highway department employees who earn vacation on an anniversary date basis, vacation earned on one anniversary date must be used by the next anniversary date, or will be lost.

(f) Holidays. In the event that a holiday occurs during a vacation week, the vacation hours for that day may be scheduled to be taken on another day during that year, except that shift workers at Park View Health Center and janitor-watchmen in the Highway Department must use vacation to cover the holiday if the employee would otherwise have been scheduled to work the holiday.

(g) Leaves of Absence. Leaves of absence without pay in excess of thirty days will reduce vacation availability during the following year on a pro-rata basis.

(h) Termination. Terminating employees may be eligible for the payment of unused vacation credits in accordance with the provisions set forth in Policy 27.