

Adopted 9/85

Revised 12/94

9/95

1/02

4/04

**Subject: PERSONNEL POLICY #19
VACATION**

Regular full-time and part-time employees become eligible for paid vacation after 6 months of continuous employment.

Vacation Accrual

Choices In Community Living provides employees with vacation hours at an accrual rate for each actual hour worked, based on their years of completed service and their position classification: Full-time (34 to 40 regularly scheduled hours per week) or Part-time (17 to 33 regularly scheduled hours per week). *Part time applies only if hired prior to January 1, 2007*

Years of Service	Full Time		Part Time	
	Accrual	Carry Over	Accrual	Carry Over
0 years through 5 years	.0385 hour	120 hours	.0193 hour	60 hours
6 years through 12 years	.0577 hour	160 hours	.0385 hour	80 hours
13 years and over...	.0769 hour	220 hours	.0577 hour	110 hours

Vacation Use

Choices In Community Living provides vacation hours for employees to use for planned time off. Employees may not use vacation hours for other reasons unless allowed under the provision of another policy and then only within the prescribed guidelines. Any other use of vacation hours requires the prior approvals of an immediate supervisor, the human resources director and/or the executive director.

Vacation Requests/Approvals

Employees must request vacation hours in advance and acquire their supervisors' approvals no less than two weeks in advance but no more than six weeks in advance. Supervisors will consider the needs of the agency and the clients it serves when responding to vacation requests. When supervisors receive multiple requests for vacation hours during one period, they may consider who requested the vacation hours first and/or the seniority of the employees.

Vacation Pay

Choices In Community Living will pay employees for the regularly scheduled hours they miss from work for approved vacation. Vacation hours do not count as actual hours worked and are not considered in overtime calculations.

Vacation and Holidays

Choices In Community Living does not consider a paid holiday that falls on a normal workday during employees' vacations as part of their vacation hours.

Vacation Carry Over

Employees may carry over vacation hours unused by their anniversary date. The maximum amount of hours employees may carry over is based on their years of completed service and their position classification: Full-time (34 to 40 regularly scheduled hours per week) or Part-time (17 to 33 regularly scheduled hours per week). Choices In Community Living does not pay out or loan vacation hours as cash to employees. *Part time - only if eligible.*

Vacation Pay Out At Termination

Voluntary Termination:

Choices In Community Living will pay out employees' accrued balance of vacation hours up to but not over 80 hours if the employee:

- Gives a minimum of two weeks written notice of intent to terminate employment
- Submits the written notice to human resources **no later than** two weeks prior to termination
- Works all regularly scheduled hours during the two week period; employees may not use any form of paid time off or take any unpaid time off from their regularly scheduled hours to remain eligible
- Was continuously employed for at least six months

Involuntary Termination:

Choices In Community Living will not pay out employees' accrued balance of vacation hours up to but not over 80 hours if the employee if the employee was continuously employed for at least six months, ~~except~~ when termination is in response to gross misconduct as outlined in the agency's standards of conduct policy (Personnel Policy #13).