

TOWN OF PROSPER PERSONNEL POLICIES AND PROCEDURES MANUAL	REFERENCE NO. 5.02 PAGE NO. 1 of 4
Chapter 5: LEAVES OF ABSENCE	INITIAL EFFECTIVE DATE: 10-01-2008
Title: VACATION	LAST REVISION DATE: 01-13-2015

Regular full-time employees and regular part-time employees who regularly work at least 1,000 hours in a year accrue vacation leave on a per pay period basis. The intent of this benefit is to provide time away from the work environment for purposes described in this policy. The following policy, which shows employees accruing two (2) weeks of vacation leave in the first year, applies only to employees with a date of hire of October 1, 2011 or later. Employees hired prior to October 1, 2011 will be grandfathered under the policy in place at that time, and will continue to earn three (3) weeks of vacation leave beginning with the first full pay period worked.

I. Accrual of Vacation / Personal Leave

- A) Accrual of vacation leave is as follows, beginning with the employee's first full pay period (accrual hours are based on a bi-weekly payroll which equates to 26 pay periods per year).

First Full Pay Period Through 1st Anniversary	
Regular full-time employees	Accrue 3.08 hours per pay period
Regular part-time employees	Accrue 1.54 hours per pay period
Firefighters/Paramedics (RFT)	Accrue 4.62 hours per pay period
First Full Pay Period Following 2nd Anniversary	
Regular full-time employees	Accrue 4.62 hours per pay period
Regular part-time employees	Accrue 2.31 hours per pay period
Firefighters/Paramedics (RFT)	Accrue 6.93 hours per pay period
First Full Pay Period Following 5th Anniversary	
Regular full-time employees	Accrue 6.16 hours per pay period
Regular part-time employees	Accrue 3.08 hours per pay period
Firefighters/Paramedics (RFT)	Accrue 9.24 hours per pay period
First Full Pay Period Following 10th Anniversary	
Regular full-time employees	Accrue 7.70 hours per pay period
Regular part-time employees	Accrue 3.85 hours per pay period
Firefighters/Paramedics (RFT)	Accrue 11.54 hours per pay period

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- B) Employees accrue vacation leave from the first full pay period of their employment. Employees are eligible to use vacation leave after six (6) months of employment.
- C) Part-time employees who do not regularly work 1,000 hours in a year, Temporary and Seasonal employees do not earn vacation leave.
- D) The amount of vacation leave accrued is determined by years of service as follows:
 - 1) Regular full-time employees begin earning vacation leave at the following rates:
 - 0 – 1 year 10 days (80 hours) per year
 - 1 – 5 years 15 days (120 hours) per year
 - 6 – 9 years 20 days (160 hours) per year
 - 10 and greater 25 days (200 hours) per year
 - 2) Regular part-time employees who regularly work at least 1,000 hours in a year begin earning vacation leave at the following rate:
 - 0 – 1 year 40 hours per year
 - 1 – 5 years 60 hours per year
 - 6 – 9 years 80 hours per year
 - 10 and greater 100 hours per year
 - 3) Fire Department shift employees begin earning vacation leave at the following rates:
 - 0 – 1 year 10 days (120 hours) per year
 - 1 – 5 years 15 days (180 hours) per year
 - 6 – 9 years 20 days (240 hours) per year
 - 10 and greater 25 days (300 hours) per year

II. Maximum Accruals

- A) Except for Fire Department shift employees, the maximum allowed accrual carryover of vacation time is 240 hours per calendar year (January through December). The maximum for Fire Department shift employees is 360 hours per calendar year (January through December). The maximum accrual for part-time employees regularly scheduled to work 1,000 or more per year is one-half the maximum accrual of regular full-time employees (i.e., 120 hours). Any vacation hours exceeding the maximum rates shall be purged effective January 1 of each year.
- B) An employee may accrue as many hours of vacation as possible throughout the calendar year; however, it is the employee’s responsibility to ensure that their accrual is below the maximum allowable hours to carry over by December 31 of any particular year.
- C) Vacation leave hours accrued under the Town’s accrual policy prior to the implementation of this policy will be grandfathered. That is, the employee will retain the hours earned prior to the effective date of this policy.

III. Use and Scheduling of Vacation Leave

- A) Vacation leave may be used for time away from the work environment to pursue activities that will promote the well being of the individual. Vacation leave may also be used for purposes of attending to personal business, extension of sick leave when sick leave benefit hours have been exhausted, inability to get to work because of inclement weather, or for other purposes, and may be taken in quarter-hour increments.

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- B) The designated supervisor must approve all vacation time, giving due consideration to the needs of the service and the ability of the remaining staff to perform the work of the department or division. Employees must schedule their annual vacation leave in accordance with the Department's guidelines governing vacation leave scheduling and utilizing the Request for Authorized Leave form. Whenever possible, vacation/leave time will be scheduled at the convenience of the employees. However, Department Directors or supervisors must be certain that vacations/personal leaves do not interfere with the normal functions and activities of department operations. Whenever possible, employees are encouraged to submit their preferred vacation leave schedule to the appropriate supervisor as far in advance as possible to relieve any scheduling problems that may develop. If taking more than one day of approved time, an employee must make the request at least three (3) working days in advance. The circumstances of individual departments or divisions may require that more advance notice be necessary in order to arrange such leave.
- C) To ensure proper payment of vacation/leave pay, employees must make sure they have an approved Request for Leave form on file before leaving for vacation leave, and make arrangements for their time card to be turned in to the department.
- D) Paid vacation leave is not considered hours worked for the purposes of performing overtime calculations.
- E) Only scheduled working days taken off shall be counted as vacation days.

IV. Vacation Cash-In

- A) Twice per calendar year (June and December), employees may elect to receive cash in lieu of unused, accrued vacation hours by completing a "Vacation Cash-In Request" form. Regular, full-time employees may "cash in" up to a maximum of 80 hours per calendar year. Regular, part-time employees may "cash in" up to a maximum of 40 hours per calendar year. Fire Department shift employees may "cash in" a maximum of 120 hours. No more than one-half of the maximum "cash in" hours may be requested during any one "cash in" period.
- B) "Vacation Cash-In Request" forms are due to the Payroll Department by May 31st, to be paid out no later than June 30th; or by October 31st, and will be paid out no later than November 30th.
- C) Regular, full-time employees must maintain a vacation balance of 40 hours after deducting the "cash-in" hours. Regular, part-time employees must maintain a vacation balance of 20 hours after deducting the "cash-in" hours. Fire Department shift employees must maintain a vacation balance of 60 hours after deducting the "cash-in" hours.
- D) Cashed-in vacation hours are non-reversible and will be paid as a lump sum on a separate check.

V. Restrictions

- A) An employee may not use any accrued vacation leave until he/she has successfully completed six (6) months of employment.
- B) Employees may not "borrow" unearned vacation time.
- C) Employees shall not receive payment of vacation leave in lieu of taking time off except as allowed under the vacation cash-in policy.

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- D) No more than four (4) consecutive calendar weeks of vacation leave may be taken off, unless approved by the Department Director.
- E) Vacation time benefits will not be paid for the same time an employee receives sick leave pay, holiday pay, death in the family leave pay or any other paid leave benefit.

VI. Compensation for Vacation Leave

- A) Vacation leave is paid at the employee's base rate at the time of the leave. It does not include overtime or any special forms of compensation. Vacation time is paid only for scheduled hours the employee would ordinarily have worked.
- B) Upon termination, retirement, resignation, or death, an employee shall be paid for accrued vacation leave at the rate of pay the employee was receiving at the time of separation. Only employees who have successfully completed their initial probationary period of employment with the Town are entitled to this payout provision upon separation.