

**Description:**

**VACATION POLICY**

**Policy Number: 62-187**



# WINNEBAGO COUNTY

Revision Date: 8/14/14

Issue Date: 8/14/14

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## I. POLICY

It is the policy of the County of Winnebago to provide employees Vacation Time with pay based upon the number of hours worked and the length of continuous service.

## II. SCOPE

This policy applies to every employee of Winnebago County, including those of elected officials if so adopted. Provided, however, that if there are provisions in a collective bargaining agreement that conflict with the provisions of this policy as applied to an employee subject to that agreement, the agreement shall control.

## III. GUIDELINES

- Eligibility
  - Vacations are earned for service during the past year of employment (with the eligibility for earned vacation calculated from each employee's last date of hire into full-time employment with Winnebago County). Vacation payments may be paid in advance of the time actually used for the vacation if a written request is submitted to the employee's supervisor at least two (2) weeks in advance of the vacation.
- Length of Vacation
  - Vacation time shall be calculated from the date of hire of each employee; vacation hours eligible to be used during each employee's anniversary year shall be based on the following continuous uninterrupted years of service.

Earned Per Year	Vacation Hours	Vacation Hours	Vacation Hours
Continuous Years	Earned Per Year	Earned Per Year	8.4 hours / 42 week
of Service	7.5 hours / 37.5 week	8 hours / 40 week	12 hours / 84 week
Through 7 years	75 work hours	80 work hours	84 work hours
8 - 15 years	112.5 work hours	120 work hours	126 work hours
16 - 25 years	150 work hours	160 work hours	168 work hours
26 years and over	187.5 work hours	200 work hours	210 work hours

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- **Accrual of Vacation Credit**
  - Employees shall start to accumulate vacation credit upon completion of their ninety (90) day post-hire benefit eligibility period, retroactive to their date of employment. Vacation days may not be taken during the first six (6) months of employment unless otherwise mutually agreed.
  - Unless otherwise agreed in writing by the department head, an employee shall not accrue vacation leave for any pay period during which they are on layoff, nor shall an employee accrue vacation leave while they are on an unpaid leave of absence; an employee on leave must be in a compensated status through Winnebago County's payroll system in order to accrue additional vacation and, therefore, does not accrue vacation during leave periods when they are not compensated through that payroll system (including, but not limited to, during periods when they are receiving IMRF benefits, worker's compensation benefits or other benefits that are not paid through Winnebago County's payroll system).
  - All vacation shall be taken immediately following the employee's anniversary year in which the vacation accrues. If the employee does not request the carry over of vacation to the following anniversary year and/or if that carry over is not approved by the Department Head, such vacation shall be lost. Only in exceptional circumstances, with prior approval of the Department Head, in writing, may the employee accrue a vacation and postpone it until the next anniversary year.
  - Vacation days may be accumulated to a maximum amount of double the involved employee's annual amount (including the approved carry over of vacation from the prior anniversary year and/or continued accrual of vacation for the employee's current anniversary year).
- **Use of Vacation for Other Purposes**
  - To the extent that sick leave may be exhausted, an employee may request and use vacation leave for purposes other than taking a vacation.
- **Vacation Pay**
  - The rate of vacation pay shall be the employee's regular straight time hourly rate of pay in effect for the employee's regular job at the time the vacation is being taken. It does not include overtime or any special forms of compensation such as shift differential or weekend premium. Paid time off for vacation will not be counted as hours worked for the purposes of determining overtime

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- Request for vacation
  - In order to assure the orderly performance and continuity of services provided by the employees in their respective departments, each employee wishing to schedule a vacation should request such vacation leave as far in advance as reasonably possible (minimum of 24 hours).
  - Vacation requests must be approved in advance by a supervisor/manager. A supervisor/manager has the right to restrict vacation if the dates requested disrupt the department's operations. Vacation time should be taken in ½ day increments or more except in an emergency situation after approval is obtained from the employee's supervisor. Insufficient advanced notice may result in the vacation request not being approved.
- Cancellation and rescheduling
  - In the case of an emergency as determined by the department head, the department head may cancel and reschedule any or all approved vacation leaves in advance. In the event of any cancellation, the County shall, upon submission of proper written documentation, reimburse the employee for any actual out of pocket expenses incurred by reason of recall from vacation.
- Holidays during vacation period.
  - If a holiday occurs during the period when an employee is on approved vacation leave, such holiday may be considered as a holiday and shall not be counted as part of the employee's vacation.
- Separation from employment.
  - In the year in which an employee quits or is terminated, the employee shall receive a vacation benefit prorated on the number of months actually worked (assuming that the employee has successfully completed the ninety (90) day benefit eligibility period).
- Payment on death of employee.
  - Upon the death of an employee, the County shall pay to the legal representative of the estate an amount equal to the vacation benefit due.
- Rehired Employees
  - Employees who have been rehired into full-time employment shall accrue vacation time as of their rehire date, unless the employee is separated for less than thirty days.