

Section 5.26 Vacation

A. Vacation time will only be granted to full-time employees. All employees will receive vacation time starting after 3 months (probation period) of continuous service of their hire date. Vacation leave will reset every year on January 1. All entitled vacation leave will be granted on the following schedule:

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| 1. After 3 months (for first calendar year) | 1 day per month (relative to start date) |
| 2. 1 year through 5 years | 12 working days or 96 hours |
| 3. 5 year through 10 years | 14 working days or 112 hours |
| 4. 10 years through 20 years | 16 working days or 128 hours |
| 5. 20 years until retirement | 20 working days or 160 hours |

B. All employees that are eligible for vacation leave may upon written request, cash out one week or 40 hours of available vacation time. Employees may also work during the week they are requesting paid for. Pay for cash out and regular work week will be paid at their regular pay rate. All vacation or cash out vacation will be deducted from their vacation time. Cash out request must be approved by the department head and/or county judge.

C. Part-time employees, seasonal employees and temporary employees shall not be eligible to earn vacation leave.

D. No employee will be permitted to take a paid vacation until after their (3) month probation period of work from their hire date.

E. Vacation time will be scheduled on anticipated "slack" time in a manner that does not interfere with the functions and services of the office. Employees shall select vacation dates that do not coincide with dates of other employees. Senior employees shall have first preference. The department head shall review all vacation leave requests and shall forward the recommendation to the county judge. All vacation requests must be submitted in writing and approved by the County judge or their designee.

F. The County Judge's office, through the local finance officer or payroll clerk, or its designee shall keep records of vacation leave for each individual employee.

G. All full-time employees that need to take leave without pay and have used all their vacation time must: 1) be approved by the department head or County judge and 2) cannot take unpaid leave more than (1) time in one year or may be subject to disciplinary action and/or termination.

- H. Absences due to sickness, injury, or disability in excess of that authorized for such purposes may, at the request of the employee and with the approval of the county judge, be charged to vacation leave.
- I. Absences for part of a day that is chargeable to vacation leave credit shall be chargeable proportionately in the amount not smaller than half {1/2} day, (4) hours.
- J. Employees shall “not” be allowed to carry over any vacation time from year to year. Vacation leave will have to be taken as time off (or paid for up to one week). Vacation leave amounts will be reset on January 1st each year.
- K. Upon the termination of the employment with the county, or the employee’s departure from employment with the county, the employee will not be credited with or compensated for any unused vacation time.
- L. **Due to administrative code changes on vacation leave occurring on July 1, 2016, vacation leave will be adjusted for each employee to reflect this vacation schedule to allow each employee to get the vacation that they are entitled to. The adjustment is only for this year’s change to get every employee on the same vacation schedule mentioned above starting from their hire date to 1 year or 12 months. Any adjustments in employees vacation leave will be made by the county’s finance officer or payroll clerk.**