

Partnership for Children of Cumberland County, Inc.
Human Resources Policies and Procedures

Employment Information – Benefits

Section 404 – Vacation Leave

1. Purpose and Eligibility

Paid vacation is available to all employees, except temporary employees, to provide opportunities for rest, relaxation, and personal pursuits.

Vacation accrual begins on the first day of regular employment. Vacation is accrued according to the schedule in this policy. Vacation can be used after it is earned and after completion of the introductory period for new employees. Vacation leave will not be earned during an unpaid leave of absence.

2. Policies

a. Vacation Accrual Schedule

Paid vacation is accrued monthly at a rate determined by the employee's length of service and employment classification.

Milestones for Regular Full-Time Employees

- At date of hire – 96 hours yearly (8 hours accrued monthly).
- 2 years of service – 120 hours yearly (10 hours accrued monthly).
- 5 years of service – 132 hours yearly (11 hours accrued monthly).
- 10 years of service – 156 hours yearly (13 hours accrued monthly).
- 15 years of service – 180 hours yearly (15 hours accrued monthly).
- 20 years of service – 204 hours yearly (17 hours accrued monthly).

Milestones for Regular Abbreviated Schedule Employees

- At date of hire – 60 hours yearly (5 hours accrued monthly).
- 2 years of service – 84 hours yearly (7 hours accrued monthly).
- 5 years of service – 96 hours yearly (8 hours accrued monthly).
- 10 years of service – 120 hours yearly (10 hours accrued monthly).
- 15 years of service – 144 hours yearly (12 hours accrued monthly).
- 20 years of service – 168 hours yearly (14 hours accrued monthly).

Milestones for Regular Part-Time Employees

- At date of hire – 24 hours yearly (2 hours accrued monthly).
- 2 years of service – 48 hours yearly (4 hours accrued monthly).
- 5 years of service – 72 hours yearly (6 hours accrued monthly).
- 10 years of service – 96 hours yearly (8 hours accrued monthly).
- 15 years of service – 120 hours yearly (10 hours accrued monthly).
- 20 years of service – 144 hours yearly (12 hours accrued monthly).

b. Leave Requests

To schedule vacation leave, employees must communicate with their supervisors and are encouraged to submit a time off request in Paychex Flex at least two weeks before the requested leave. Employees must ensure that they have enough accrued leave available to cover the dates requested. Employees cannot request vacation leave in excess of the amount

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they have accrued, and cannot take more than 25 consecutive business days of vacation in any one calendar year without the prior approval of the President.

Requests will be evaluated fairly using factors such as department operating and staffing requirements. Supervisors should acknowledge and/or approve/deny the request within three business days of the date the leave request form was submitted. If the request is denied, the supervisor should provide an explanation for the denial to the employee verbally and in writing.

c. Vacation Pay

Vacation leave will be paid at the employee's base pay rate at the time vacation is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay rather than vacation pay. Paid vacation leave can be used in minimum increments of 15 minutes.

d. Accrual of Vacation Leave

The Partnership encourages employees to use available vacation leave. If the available vacation leave is not used by the end of the calendar year, employees may carry unused leave forward to the next calendar year. Any hours in excess of the maximum 240 hours (30 days) at the end of each calendar year will be given a grace period until June 30 to use accrued excess hours. At the end of the grace period, June 30, vacation hours in excess of 240 will be converted to Sick Leave (*See HR 405 for the Sick Leave maximum carryover*).

e. Introductory Period for New Hires

For new employees, vacation accrual begins on the first day of regular employment; however, the introductory period must be completed before vacation leave is available to use. At that time, new employees will be credited vacation leave accrued during the introductory period.

If the introductory period includes the week-long closure between Christmas Eve and New Year's Day, new employees may use accrued vacation leave during this holiday closing. A negative vacation balance for this purpose will be permitted up to 32 hours. (*See HR 206 for more information on introductory periods and HR 402 for holiday closings.*)

f. Termination

Upon termination of employment, accrued, unused vacation will be paid at the employee's base rate of pay at termination, not to exceed 240 hours. Hours in excess of 240 upon date of termination are forfeited. Employees terminated during the introductory period will forfeit any earned vacation.

If a former employee is rehired within two years from termination, that employee may (at the discretion of the President) accrue vacation at the same rate the employee was accruing on their date of separation. Employees rehired more than two years since separation will accrue leave starting at the same rate as a new hire. (*See HR 210 for more information about employment termination.*)