

Policy 302 Vacation Benefits

Vacation time off with pay is available to regular full-time employees to provide opportunities for rest, relaxation, and personal pursuits.

Regular full-time employees will accrue vacation based on time worked.

The amount of paid vacation regular full-time employees receive each year increases with the length of their employment as shown in the following schedule:

- **Completion of One (1) Year of Service from Date of Hire**
 - 40 hours per year

- **Completion of 2-6 Years of Service from Date of Hire**
 - 80 hours per year

- **Completion of 7-14 Years of Service from Date of Hire**
 - 120 hours per year

- **Completion of 15-24 Years of Service from Date of Hire**
 - 160 hours per year

- **Completion of 25 Years of Service or More from Date of Hire**
 - 200 hours per year

Regular full-time employees shall earn paid vacation time according to the above schedule. Vacation is not available for use during the year of accrual.

Vacation time will be accrued on a fiscal year basis. In the first year of this change anyone with an anniversary date from January 1-June 30 will be given a pro-rated amount on their anniversary and then will receive the bulk of their vacation at the fiscal year. Going forward all employees will receive their vacation July 1st.

A. Procedure for Utilizing Vacation

Approval of the employee's Department Head shall be required for all vacation requests. Approval of such requests shall be **consistent with efficient Village operations**. The granting of any vacation request is at the Department Head's full discretion. When more requests for vacation are received than can be granted at one time, **the first employee** making a **written request** will be given preference.

The scheduling of paid vacation leave is the mutual responsibility of the employee and the Department Head. Vacation time may be taken in a block or scheduled throughout the calendar year. However, vacation time may not be used in increments of less than a one-half (½) day period.

Employees may not take more than two consecutive weeks in any four-week time period without approval from Department Head and Village President.

All vacation requests require a minimum of two weeks' notice. Requests shall be submitted to the employee's Department Head as early as possible. Copies of all approved vacation requests shall be submitted by the Department Head to the Village Clerk at the time of approval.

A request to carry-over vacation from one year of service to the next year of service will be considered by the department head if the appropriate paperwork is filed at least four weeks prior to the employee's anniversary date. These requests should be considered as special requests and not status quo. The village encourages employees to use their vacation time in the timeline received. The maximum that can be carried over will be 40 hours and it must be used within 90 days of the employee's anniversary date.

Vacation time off is paid at the employee's base rate at the time of vacation.

- B. Payment On Termination. Should an employee decide to leave employment, a minimum of a two (2) week notice, in writing, must be given to their department head, or in the case of Department Heads, the Village President. A copy of the written notice will be forwarded to Village Council. Failure to provide a two (2) week notice will result in loss of accrued vacation payout unless Village Council makes an exception. Employees leaving the employment of the Village, with two weeks' notice, will be paid for unused vacation time that has been earned through the last day of work.

Full time, union, Police Officers should refer to their current contract for confirmation of vacation benefits.

