

# Vacation Leave

Number: F-1

Revision:

Revised Date: 07/01/2017

## 1.0 POLICY

The Town of Carolina Beach provides Vacation Leave with pay for all benefit-eligible positions

## 2.0 PURPOSE

The intent of this leave is to provide for paid periodic absences from work to enhance the health and well-being of Town employees as well as to maintain a competitive stance in the market for recruitment and retention of employees.

## 3.0 SCOPE

This policy applies to all benefit-eligible employees.

## 4.0 DEFINITIONS

- 4.1 **Vacation Leave** - Earned leave that may be taken for vacation purposes or for other personal reasons that are not covered by other leave policies.
- 4.2 **Benefit-Eligible** - Full time and part-time employees who are eligible for coverage/participation in the Town's benefit programs in addition to legally mandated coverage. See **Policy on Position Types**.
- 4.3 **Years of Service** - For the purpose of this policy, Years of Service will mean the number of years an employee has been in the continuous Benefit - Eligible employment of the Town. For the purpose of this policy, Years of Service from other municipalities and governmental agencies will not be counted as Years of Service with the Town.

## 5.0 ORGANIZATIONAL RULES

### 5.1 Annual Leave Earnings

Each full and part-time benefit eligible employee of the Town shall earn Vacation Leave according to the Tables shown below. These tables represent the prorated vacation earning based on the average number of hours scheduled in the employees designated work period.

Table 1 - 40 Hour per FLSA Work Week Employee

<b>Years of Service</b>	<b>Hours Accrued Per Pay Period</b>
0 - 4 Years	3.69
5 - 9 Years	4.62
10 - 14 Years	5.54
15 - 19 Years	6.46
20 + Years	7.38

Table 2 – 84 Hours per Bi-Weekly Work Period Employee (Police)

<b>Years of Service</b>	<b>Hours Accrued Per Pay Period</b>
0 – 4 Years	3.88
5 – 9 Years	4.85
10 – 14 Years	5.82
15 – 19 Years	6.78
20 + Years	7.75

Table 3 – 106 Hours per Bi-Weekly Work Period (Full-Time Firefighters)

<b>Years of Service</b>	<b>Hours Accrued Per Pay Period</b>
0 – 4 Years	4.89
5 – 9 Years	6.12
10 – 14 Years	7.34
15 – 19 Years	8.56
20 + Years	9.78

Table 4 – 60 Hour per Bi-Weekly Work Period (Part-Time Firefighters)

<b>Years of Service</b>	<b>Hours Accrued Per Pay Period</b>
0 – 4 years	2.77
5 – 9 years	3.47
10 – 14 years	4.16
15 – 19 years	4.85
20 + years	5.54

- A. An employee will begin earning vacation leave immediately upon employment in a benefit-eligible position.
- B. Only unbroken service with the Town of Carolina Beach will be counted for the purpose of determining Years of Service.
- C. Employees serving a probationary period shall be permitted to take accumulated vacation leave during the probationary period.
- D. Employees wishing to schedule time off for religious observances, other than those observed by the Town, may request vacation leave from their respective department head. The department head will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observances may be denied only when granting leave would create an undue hardship for the Town
- E. Vacation is accrued in each payroll period. The accrual occurs after the posting of hours worked. Employees cannot earn and take the same hour of vacation in the same payroll period.

## 5.2 Vacation Leave Use/Manner of Taking

- A. The timing and amount of Vacation Leave taken for any employee will be subject to approval of an authorized supervisor. Approval will be based on the operating requirements of the department.
- B. Employees should request vacation leave two weeks in advance. Employees shall be granted the use of earned vacation leave at those times designated by the department head which will least obstruct normal operations of the

Town. Department heads are responsible for ensuring that approved vacation leave does not hinder the effectiveness of service delivery.

- C. The smallest increment of vacation that may be taken is a quarter (.25) of an hour. An exception to this section may be granted by the Town Manager.
  - D. If an employee uses his Vacation Leave for an event that is covered under the Family and Medical Leave Act (FMLA), the time that is charged to Vacation Leave and the FMLA entitlement will run concurrently; see **Policy on Family and Medical Leave**.
- 5.3 Vacation Leave Accounting
    - A. Vacation leave may be accumulated without any applicable maximum until December 31st of each year. Effective with the last payroll in the calendar year, any employee with more than 240 hours of accumulated leave shall have the excess accumulation removed so that only 240 hours are carried forward to January 1 of the next calendar year. Employees are not eligible to receive pay for vacation time not taken. Employees will have the excess vacation leave (over the 240 hours maximum) converted to sick leave.
    - B. Employees are cautioned not to retain excess accumulated vacation leave until late in the year. Because of the necessity to keep all functions in operation, large numbers of employees cannot be granted vacation leave at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having vacation leave scheduled or in receiving any exception to the maximum accumulation.
    - C. In no instance will an employee be paid for leave while continuing in a duty status, or in lieu of leave, except under the provisions established for termination.
    - D. Upon termination, an employee will be paid in a lump sum for Vacation Leave earned but not taken, less any deduction for vacation or sick leave used but not accrued. Regardless of accumulated balance if the employee separates from service, payment for accumulated vacation leave shall not exceed 240 hours. An employee retiring under the provisions of the North Carolina Local Government Retirement System may have any excess vacation leave (above the 240 hours maximum) converted to sick leave and used for retirement service credit.
    - E. The last day actually worked will be considered the last day of employment. An employee may not use Vacation Leave or compensatory time to extend duty status at the end of the individual's employment with the Town.
    - F. The estate of an employee who dies while employed by the Town shall be entitled to payment of all the accumulated vacation leave credited to the employee's account not to exceed 240 hours.

## **6.0 PROCEDURES**

- 6.1 In order to use Vacation Leave, an employee must submit a Leave Request Form in advance of the leave.
- 6.2 When the supervisor receives the Leave Request Form, he will ensure the form is properly completed, will review operational schedules, previously approved absences and other applicable information to determine whether or not to grant the Vacation Leave requested by the employee.
- 6.3 After determining whether or not the Vacation Leave can be granted, the supervisor will notify the employee of the decision. If Vacation Leave cannot be

granted because of operational issues, the supervisor will explain the reasons to the employee.

- 6.4 When the Vacation Leave is approved and the appropriate signatures are obtained, the form is given to the appropriate departmental timekeeping employee for further processing in the payroll system.

## **7.0 APPENDIX, APPENDICES**

- **Leave Request Form**