220 Vacation

220.1 Accumulation of Vacation Days

You earn vacation days at a rate based on your length of continuous service. When you have had an interruption in continuous service, the previous period of service may be counted as if continuous with the current period of service upon your documented written request. It is your responsibility to get this documentation. Credit is given upon receipt of the documentation in the Division of Personnel and Administrative Services. It is not automatic.

You must be in pay status at least one-half of the work days in a month to earn vacation for that month. Vacation earned in one month is not available to you until the first day of the next month. Annually, full-time employees earn vacation days based on the following schedule:

Length of Continuous Service	Vacation Days Earned Annually
From the date of hire through completion of 5 years of continuous service.	10 work days
From the first day of the 6th year through completion of 9 years continuous service.	15 work days
From the first day of the 10th year through completion of 14 years of continuous service.	17 work days
From the first day of the 15th year through completion of 19 years of continuous service	20 work days
From the first day of the 20th year through completion of 25 years of continuous service.	22 work days
From the first day of the 26th year.	25 work days

Part-time and intermittent employees earn vacation days based on the rate of a fraction of a day for each month in pay status for at least half the work days during the month. The fractional amount earned is based on the ratio of the hours actually worked to the total number of working hours in a year. For example, an employee who works 3.75 hours a day earns vacation at a rate equal to one-half the days earned by a full-time employee with the same length

of continuous service.

The following schedule shows the vacation rate earned in hours each month.

Monthly Vacation Earning Rate for 7.50 Hour Work Days						
	Days Earned Per Year					
	10	15	17	20	22	25
January	6.00	9.75	10.50	12.75	13.50	15.75
February	6.75	9.00	10.50	12.00	14.25	15.75
March	6.00	9.75	11.25	12.75	13.50	15.75
April	6.00	9.00	10.50	12.75	13.50	15.00
May	6.75	9.75	10.50	12.00	14.25	15.75
June	6.00	9.00	10.50	12.75	13.50	15.75
July	6.00	9.75	10.50	12.75	13.50	15.75
August	6.75	9.00	10.50	12.00	14.25	15.75
September	6.00	9.75	11.25	12.75	13.50	15.75
October	6.00	9.00	10.50	12.75	13.50	15.00
November	6.75	9.75	10.50	12.00	14.25	15.75
December	6.00	9.00	10.50	12.75	13.50	15.75

You do not earn vacation days while on leave of absence unless the leave is to accept a temporary assignment in another class.

You may accumulate unused vacation time. Vacation time that is not used within 24 months of the calendar year in which it was earned is forfeited. You may carry over into a new calendar year no more than the unused vacation time earned in the previous 24 months.

If you forfeited vacation time while on a leave of absence of at least three months you may ask that the time be restored when you come back to work. The time must be taken within the calendar year in which it is restored.

Intermittent Employees

Intermittent employees shall accrue vacation leave on a prorated basis,

depending on the amount of time in paid status, minus overtime and other premium paid time, by the following formulas:

A. 0 to completion of 9787.5 hours (five years) - .5 day for every 98 hours.

B. 9787.5 hours (five years) to completion of 17,617.5 hours (nine years) - .5 day for every 65 hours.

C. 17,617.5 hours (nine years) to completion of 27,405 hours (14 years) - .5 day for every 57 hours.

D. 27,405 hours (14 years) to the completion of 37,192.5 hours (19 years) - .5 day for every 50 hours

E. 37,192.5 hours (19 years) to the completion of 48,937.5 hours (25 years) - .5 day for every 44 hours

F. After the completion of 48,937.5 hours (25 years) - .5 day for every 39 hours

== 220.2 **Use of Vacation**

You must request the use of vacation time in advance of the date(s) it is planned to be taken. The supervisor looks at the vacation preference requests of bargaining unit employees of the same classification that are submitted by January 31 on the basis of seniority. The employees are notified of the decision on their requests by March 1.

The minimum amount of vacation time you may take off is one-half (1/2) hour. After the initial one-half (1/2) hour, you may take time in fifteen (15) minute increments.

The department may cancel vacation if the specific bargaining unit employee is needed to perform a specific service. The necessity to pay overtime is not considered when determining "operating need" when canceling a vacation.

If you end employment with less than six months of continuous service, you will not be paid for accrued vacation.

If an employee in the Upward Mobility Program (UMP) needs more paid time off than what is available through UMP for travel to and from class or to attend class when class attendance conflicts with work, the employee must contribute their own benefit time (except sick time) to make up the difference. On days they attend UMP classes, an employee is allowed to use available vacation and personal business leave in lesser increments than stated in the contract, but not less than 15 minutes.

To request vacation leave, use HFS 2053, Employee Absence Request/Report.

220.3 Fractional Vacation Balances

When you request vacation of five or more days but lack the time requested by less than a half day, the head of the office may approve the rounding upward of the fractional balance to a half day increment when:

A. a minimum of five consecutive vacation days is requested, and
B. the amount of vacation requested will reduce your vacation account balance to zero.

You may not gain more than one day of vacation during a calendar year through the rounding of a fractional vacation balance.

220.4 Effect of Employment Termination on Vacation

If you end state employment after completing at least six months of continuous service, you or your estate upon your death receive a lump sum payment for the amount of earned unused vacation time.

A supervisor is not authorized to approve the use of vacation time when an employee is known to be terminating. The Division of Personnel and Administrative Services approval is required for the terminating employee to use vacation time. You cannot extend employment through the use of vacation time.