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## VACATION LEAVE

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### I. POLICY

The policy of the Town is to provide vacation leave to full and part-time employees (working over 1,000 hours per year). Accrued vacation leave can be used once all accrued compensatory leave has been exhausted.

### II. PURPOSE

The purpose of this policy is to provide a uniform vacation leave policy.

### III. PROCEDURE

#### A. Usage

**(1) Accrual:** Vacation leave must be accrued and no negative balances are permitted. All accrued compensatory leave must be exhausted before vacation can be used. Employees must be in paid status to receive vacation leave accruals.

**(1) Rest and Relaxation Appointments:** Vacation leave may be used for rest and relaxation, appointments, and other personal needs once all accrued compensatory leave has been exhausted.

**(2) Religious Holidays:** Vacation leave may also be used by employees who wish to observe religious holidays other than those granted by the town if all accrued compensatory leave has been exhausted. An employee who wishes to use leave for religious observances must request leave from the Department Head. Vacation leave for religious observance may be denied only when granting the leave would create an undue hardship for the town.

**(3) Employees who Collect Money:** Employees whose duties require them to collect money from customers are required to take five (5) consecutive working days of leave each calendar year. Once all accrued compensatory leave has been exhausted, vacation can be used for this purpose.

**(4) Probationary Employees:** An employee who requests vacation leave during probation, must exhaust any accrued compensatory leave and then may use any accrued vacation

**B. Accruals**

**Accrued Rates:** Each full and part-time (working over 1,000 per year) employee shall earn vacation as follows:

**General Employees**

*Annual Hours Scheduled to Work: 2,080*

<b>Year of Service</b>	<b>Annual Hours Accrued</b>	<b>Hours accrued bi- weekly</b>
Date of hire to end of 4 <sup>th</sup> year	80	3.08
Beginning of 5 <sup>th</sup> year to end of 9 <sup>th</sup> year	96	3.69
Beginning of 10 <sup>th</sup> year to end of 14 <sup>th</sup> year	120	4.62
Beginning of 15 <sup>th</sup> year and all future years	160	6.15

**Law Enforcement Officers**

*Annual Hours Scheduled to Work: 2,184*

<b>Year of Service</b>	<b>Annual Hours Accrued</b>	<b>Hours accrued bi- weekly</b>
Date of hire to end of 4 <sup>th</sup> year	84	3.23
Beginning of 5 <sup>th</sup> year to end of 9 <sup>th</sup> year	100.8	3.88
Beginning of 10 <sup>th</sup> year to end of 14 <sup>th</sup> year	126	4.85
Beginning of 15 <sup>th</sup> year and all future years	168	6.46

**Fire Protection Personnel**

*Annual Hours Scheduled to Work: 2,912*

<b>Year of Service</b>	<b>Annual Hours Accrued</b>	<b>Hours accrued bi- weekly</b>
Date of hire to end of 4 <sup>th</sup> year	112	4.31
Beginning of 5 <sup>th</sup> year to end of 9 <sup>th</sup> year	134.4	5.17
Beginning of 10 <sup>th</sup> year to end of 14 <sup>th</sup> year	168	6.46
Beginning of 15 <sup>th</sup> year and all future years	224	8.62

\*Employees working over 1,000 hours annually, but less than full-time status are prorated accordingly.

**Contract, Temporary or Seasonal Employee:** Do not earn vacation. If appointed to a regular full-time or part-time position working over 1,000 hours annually the accrual date will begin the first day of service in such position.

### **C. Maximum Accrual Limits**

**(1) Converted to Sick Leave:** Upon July 1 each year, general employees with over 240 hours, law enforcement with over 252 hours and fire protection with over 318 hours of accumulated vacation leave shall have the excess vacation accumulation converted to sick leave.

### **D. Scheduling**

**(1) Approval by Department Head:** Departments will schedule and approve leave based on town's needs, departmental interests and employees' interests.

**(2) Vacation Leave Accumulation:** 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.

**(3) Vacation Must be Earned:** Vacation leave shall not be advanced to any employee regardless of status.

**(4) Two-Week Notice:** If possible, employees should request vacation leave two weeks in advance. All employees shall communicate with their supervisor on scheduling of vacation leave.

### **E. Employee Status**

**(1) Transfers, Promotions and Demotions:** Transferred, promoted or demoted employees shall retain accrued vacation leave. If the employee transfers to position ineligible for vacation leave accrual (i.e. temporary, seasonal or working less than 1,000 per year) will be paid out for vacation leave prior to the transfer in employment status. Employees transferring from regular full-time to part-time positions working over 1,000 per year will accrue vacation leave on a prorated basis.

#### **(2) Resignation, Rehire and Retirement**

**a. Voluntary Resignation:** Employees who have resigned their employment with the Town, have completed their new hire probationary period and who have provided at least two weeks' notice in the event of a voluntary resignation will be paid for accumulated vacation leave not to exceed a maximum of 240 hours for general

employees, 252 hours for law enforcement officers and 318 hours for fire protection personnel. Any employee failing to give the notice required by this section shall forfeit payment for accumulated leave unless authorized by the Town Manager.

- b. Involuntary Resignation:** Employees that are terminated involuntarily are not eligible for payout of accrued vacation leave.
- c. Retirement:** Employees retiring will have the option to be paid out for vacation up to the thresholds established under *maximum accruals* or may convert all remaining vacation hours to sick hours to be used for retirement service credit.
- d. Rehire:** Employees who separate from the town and are rehired shall not be eligible to use past service for determining vacation accrual rates unless retired within 12 months of termination date.
- e. Past Service:** Employees with prior service in the public sector (i.e. North Carolina State employment, North Carolina county or municipal employment) shall not be eligible to use past service for determining vacation accrual rates unless authorized by the Town Manager.

#### **F. Death**

(1) The estate of an employee who dies while employed by the town shall be entitled to payment of accumulated vacation leave credited to the employee's account not to exceed 240 hours for general employees, 252 hours for law enforcement officers and 318 hours for fire protection personnel.

#### **IV. DEFINITIONS**

**A. Pay Status, Full-Time Positions:** A full-time employee is considered to be in “pay status” if the employee’s work hours and/or use of paid leave for a pay period are equivalent to at least 50% of regular working week.

**B. Pay Status, Part-Time Positions:** A part-time employee is considered to be in “pay status” if the employee’s work hours and/or use of paid leave for a pay period is equivalent to at least 50% of the employee’s regular working week.

**C. Unpaid Status:** An employee is considered to be in unpaid status if the employee’s work hours and/or use of paid leave for a pay period are less than 50% of that employee’s regular working week.

#### **V. SCOPE**

As of December 6, 2018, this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.

#### **VI. AUTHORIZATION**



Jamie Justice  
Town Manager