

## **VACATION LEAVE**

- PURPOSE:**
1. To outline vacation policy for Village employees.
  2. To assure that vacation schedules are made with full reference to the operating needs of the Village.
  3. To provide for a procedure of approval and communication.

### **STATEMENT OF POLICY:**

Each full-time employee shall, after six (6) months of continuous service from the date of hire with the Village, accrue vacation time on the following basis:

Regular Full-Time Employees:

#### **FIRST YEAR:**

5 days following the sixth (6) month of continuous employment, provided the employee has successfully completed the probationary period.

#### **NEXT CALENDAR YEAR THROUGH THE END OF THE CALENDAR YEAR INCLUDING THE SEVENTH (7<sup>th</sup>) ANNIVERSARY:**

10 days per year

#### **EACH SUBSEQUENT CALENDAR YEAR THROUGH THE END OF THE CALENDAR YEAR INCLUDING THE FIFTEENTH (15<sup>th</sup>) ANNIVERSARY:**

15 days per year

#### **EACH SUBSEQUENT CALENDAR YEAR:**

20 days per year

Up to 5 vacation days from the preceding calendar year may be carried over to the next calendar year. Such prior year vacation days must be used by the end of the second quarter of the immediately following calendar year. Vacation days not so used will expire and will not accumulate.

Unused vacation days do not have “cash value.” At separation from service for any reason, there is no payment made for unused vacation days.

Vacation days shall be taken in increments of not less than one day.

Vacations shall be scheduled at such times as the Department Head finds most suitable after considering the wishes of the employee and the requirements of the department. All requests for vacation must be approved by the Department Head prior to the commencement of the requested vacation.

Part-time employees are not entitled to vacation days.

The established period for determining vacation credit will be the calendar year.

Paid holidays occurring during vacation are not charged to vacation leave.

If an employee is on leave without pay, vacation may not be taken or scheduled during the time the employee is on leave without pay.

**PROCEDURE:**

1. Department Heads are responsible for managing the vacation schedules in their departments and for administering the provisions of this policy.
2. Vacation approvals shall be made only when the efficiency of Village operations will not be adversely affected.
3. Unless approved by the Village Administrator or Mayor in writing, a Department Head and next ranking employee in the same department cannot take vacations at the same time.

Revisions to be considered by BOT 1/10/22