



| <b>Policy 5.3</b>                    | <b>Vacation Time</b>                   |                                     |                                       |
|--------------------------------------|--|-------------------------------------|---------------------------------------|
| <u>Effective Date:</u><br>9/14/10    | <u>Applicable Law/Statute:</u><br>None | <u>Source Doc/Dept.:</u><br>None/HR | <u>Authorizing I.C. Sec.:</u><br>None |
| <u>Last Amended Date:</u><br>2/28/12 |  |                                     |                                       |

## VACATION TIME

5.3

### POLICY

Employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. It is the policy of DuPage County to provide employees Vacation Time with pay based upon the number of hours worked and the length of continuous service.

### ELIGIBILITY

- All full-time and part-time employees under County Board Jurisdiction who are budgeted to work a minimum of twenty (20) hours per week and have completed six (6) months of continuous service.

### GUIDELINES

- A. Vacation is accrued on a monthly basis.
- B. Upon separation, vacation paid after the last day worked shall not be used to extend an employee's length of service.
- C. Accrual of vacation time ceases during any medical leave after thirty (30) days. Vacation time does not accrue during a personal leave of absence.
- D. Employees who have been rehired shall accrue vacation time as of their rehire date, unless the employee is separated for less than thirty (30) days as a result of layoff or employer initiated separation. In that case, if the separation is less than thirty (30) days, the accrual shall continue from the original date of hire.
- E. Employees who have been rehired shall accrue vacation time as of their rehire date.
- F. Any employee who transfers from one department under County Board jurisdiction to another department under County Board jurisdiction will retain the vacation time earned.
- G. Supervisors should schedule vacation time for their employees in such a way that temporary help is not required and overtime payments are not needed.

- H. Eligible part-time employees will receive vacation time at a proportional rate, based on the number of hours they are regularly scheduled to work.
- I. Vacation will be calculated at one-tenth (1/10) of the normally scheduled bi-weekly work hours.
- J. Department Heads may deny a vacation request if it interferes with the efficient and effective operation of the department.

**VACATION SCHEDULE**

| YEARS OF CONTINUOUS SERVICE   | VACATION DAYS PAID ANNUALLY | HOURS PER WORK WEEK      | ACCRUED HOURS PER MONTH    |
|---|-----------------------------|--------------------------|----------------------------|
| 0 through the completion of the fourth (4) year                                     | 10 Days                     | 37.5 Hours<br>40.0 Hours | 6.25 Hours<br>6.67 Hours   |
| Beginning of the fifth (5) year through the completion of the Ninth (9) year        | 15 Days                     | 37.5 Hours<br>40.0 Hours | 9.37 Hours<br>10.00 Hours  |
| Beginning of the tenth (10) year through the completion of the Nineteenth (19) year | 20 Days                     | 37.5 Hours<br>40.0 Hours | 12.50 Hours<br>13.33 Hours |
| The beginning of the twentieth (20) year or more                                    | 25 Days                     | 37.5 Hours<br>40.0 Hours | 15.63 Hours<br>16.67 Hours |

**PROCEDURES**

1. Requests for vacation/time off shall be submitted in advance and are subject to the approval of the Supervisor or Department Head. The following factors will be taken into consideration when reviewing vacation requests:
  - How much accrued vacation an employee has
  - The dates vacation has been requested
  - The number of total employees already scheduled off
  - Overall staffing levels
2. It shall be the responsibility of the employee to provide their Supervisor with complete and accurate information on their time document regarding the use of vacation time.
3. Employees may carry over up to ten (10) days of vacation from one (1) year to the next not to exceed ten (10) days, according to their normally scheduled bi-weekly hours. Any unused vacation time above the 10-day carryover maximum allowed, may be forfeited at the beginning of the following calendar year. An employee may be allowed to carry over more than ten (10) days of vacation on a limited basis. The employee must submit a written request to their Department Head and receive approval by the department head prior to end of the calendar year. Any vacation carried over in excess of ten (10) days must be used within the first quarter. The excess carry-over vacation cannot be sold.

**Example:** An employee begins a new calendar year with 10 days of vacation time in banked time, and is eligible to accrue 25 vacation days annually which will give a total of 35 vacation days by the end of the calendar year. If the employee uses 20 days of vacation at the end of the calendar year, they will only be eligible to rollover a total of 10 of the 15 unused vacation days into the new calendar year. The additional five days will be forfeited.

4. Once an employee has completed five (5) years of continuous service, they may elect to receive monetary payment for up to five (5) days or 37.5/40 hours of their earned vacation accrual at full value, in full day increments. Upon completion of fifteen (15) years of continuous service, and employee may elect to receive monetary payment for up to ten (10) days or 75/80 hours of their earned vacation accrual at full value, in full day increments. An employee is eligible to receive this payment one (1) time per calendar year.
5. If an eligible employee elects to sell vacation time, the “pay date” determines the calendar year. For example, if an employee is requesting a payment at the end of the year, (December), the “pay date” is the following calendar year (January). An employee will not receive this payment if the vacation time is unearned.
6. Upon initial hire, additional vacation days may be approved and may continue until the vacation days paid annually catches up to the vacation schedule for Exempt Level employees. Prior to an offer of additional vacation, approval must be received from the County Administrator and Director of Human Resources.
7. For an employee that has completed one (1) year or more of service, upon separation or layoff the employee will receive monetary compensation for any accrued, unused vacation time.
8. Upon separation, employees will receive monetary compensation for all earned vacation time which consists of the number of vacation days currently accrued based on the employee’s years of service and a maximum of 10 days of banked vacation time. According to the policy, this amount shall not exceed a maximum of 35 days. Employees will receive any earned vacation payout on their last paycheck.

[Request for Payment of Earned Vacation forms](#) are available on the internet under the Human Resources tab.