

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Vacation
POLICY NUMBER: 204

204.10 This policy shall apply to all permanent full-time and permanent part-time employees.

204.20 Paid vacations shall be accrued at an 8 hour day for permanent full time employees; permanent part-time employees shall receive 67% of one (1) day's pay (5.36 hours) according to the following schedule:

	<u>Full-time</u>	<u>Part-time</u>
For the first 2 years of continuous service	10 - 8 hr/day	10 – 5.36 hr/day
After completing 2 years of continuous service	15 - 8 hr/day	15 – 5.36 hr/day
After completing 7 years of service	17 - 8 hr/day	17 – 5.36 hr/day
After 10 years of service	20 - 8 hr/day	20 – 5.36 hr/day

204.30 Employees are eligible to start earning vacation hours on the first day of the calendar month following their appointment to a permanently authorized position. Accruals will begin the first pay period following the first of the month.

204.40 Employees who have completed six (6) months in permanent status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six (6) months in permanent employee status.

204.50 Vacation time may be accumulated. In the event an employee is not able to take all of the vacation to which they are entitled in a fiscal year they shall be permitted to accumulate the unused portion to their credit, provided that on September 30th of any fiscal year, they shall not have a total credit of more than two hundred forty (240) working hours of vacation time accrued. Employees with more than 240 hours of accrued vacation as of September 30th of any fiscal year will not accrue any additional vacation time until they are back at 240 hours or less, unless approved by the General Manager. Accruals will stop the pay period following September 30th and will start again the first pay period following the pay period vacation has been reduced to 240 hours or less. The General Manager may require the employee to take vacation time off within the following 30 days in order to use any excess hours over the 240 hours allowed.

Employees who bump up to the next tier begin accruing the higher amount the first pay period following their anniversary date.

204.60 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

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204.70 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness.

204.80 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

204.90 Vacations may be scheduled at any time during the year upon approval of the General Manager or the employee's division supervisor.

204.100 Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. As such, pay in lieu of vacation time away from work shall not be permitted.

204.110 The general manager, at his/her discretion, may grant up to forty hours additional vacation to an employee at the time of appointment to a District full-time permanent position, if that person has substantial prior work experience in the area of work being hired into. If an employee is given this additional vacation time, future vacation time accrual will be based on the District's formula in 204.20.