

**DATE:** December 9, 2021

**MEMO TO:** Julie Simpson, Chair  
Finance Committee

**FROM:** Mary E. Kann  
Director of Administration

**RECOMMENDATION:** Approve an amendment to the Procedures Section of the District's Personnel Policies & Procedures 4.2 – Vacation Leave.

**STRATEGIC DIRECTIONS SUPPORTED:** Leadership; Organizational Sustainability

**FINANCIAL DATA:** There is no immediate financial impact to these changes.

**BACKGROUND:** The District's current Vacation Leave procedures prohibits introductory employees from taking any vacation time off during their six-month introductory period. This restrictive procedure requires new hires to request unpaid time off for various life events that occur during the introductory period, which can result in a negative opinion of the District as a new employer.

Given the current fight for talent, it is important to the District's success as an employer of choice that its Personnel Policies & Procedures, including its vacation policies are competitive with other employers and attractive to new hires. Staff recommends that full-time new hire employees receive 40 hours of front-loaded vacation upon hire. New employees will also begin to accrue additional vacation hours upon completion of the introductory period.

Therefore, it is the recommendation of staff that the Procedures Section of the District's Personnel Policies & Procedures 4.2 – Vacation Leave be amended, as set forth in the attached amended Procedure.

**REVIEW BY OTHERS:** Chief Operations Officer, Director of Finance, Manager of Human Resources & Risk, Corporate Counsel.

**MOTION:** Motion to approve an amendment to the Procedures Section of the District's Personnel Policies & Procedures 4.2 – Vacation Leave, in the form attached to staff's December 9, 2021 memorandum.

**APPROVAL:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_  
 Voice Vote Majority Ayes; Nays: \_\_\_\_\_



## 4.2 Vacation Leave

*Effective Date: August 15, 1980*

*Revision Date: June 19, 1987, May 27, 1994, August 21, 1998, April 14, 2000, June 21, 2002, October 14, 2005, November 7, 2013, July 11, 2018, January 1, 2019, [December 9, 2021](#)*

### Procedure

1. a. Regular full-time and part-time employees who work more than one thousand (1,000) hours per year are eligible to accrue vacation leave. Introductory part-time employees are not eligible for vacation leave.  
b. An employee ~~who has completed the introductory period~~ may take vacation leave as it is accrued, under conditions established by the Department Director, in accordance with this section.
2. Vacation is accrued with each pay period worked by the employee, with the exception that each introductory full-time employee will be front-loaded 40 hours of accrued vacation time upon hire. Upon successful completion of the introductory period, the employee will begin accruing time in accordance with this policy. A regular part-time employee may accrue annually no more vacation leave than the amount of vacation leave that a regular full-time employee in the same service-years category may accrue (e.g., if a regular full-time employee with one (1) to five (5) years of service may accrue a maximum of (10) days or eighty (80) hours of vacation leave, then a regular part-time employee with one (1) to five (5) years of service also may accrue a maximum of ten (10) days or eighty (80) hours of vacation leave).
3. An employee must submit their Paid Leave Request for vacation leave to their Department Director or designated manager at least two (2) weeks in advance of the commencement of their intended vacation leave. A Department Director may waive this notification in emergency situations when advance notice is impractical. A Department Director may deny a vacation leave request if it interferes with the efficient and effective operation of the Department or the District. Vacation leave time should be scheduled so that temporary help or overtime is not required. An employee may take more than ten (10) consecutive working days of vacation leave only if approved by the Executive Director. The Executive Director may take more than ten (10) consecutive working days of vacation leave only if approved by the Board President.
4. At any time, an employee's accrued vacation leave balance cannot exceed two times the vacation leave for which he is eligible. For example, an employee eligible for fifteen (15) days per year of vacation leave would be able to accrue a maximum vacation leave of thirty (30) days.



5. One (1) year of continuous service is defined as twelve (12) months on paid status as a benefit eligible full or part-time employee. Any employee on unpaid approved leave does not accrue vacation leave during the time he is on an unpaid leave.
  
6. An employee who transfers from one Department to another Department shall retain vacation leave accrued prior to such transfer and remain in continuous service for purposes of earning future vacation leave. When a current County of Lake employee is hired, the employee's prior years of service with the County will be counted when determining the rate at which the employee accrues vacation leave. Vacation leave will not be carried over from the County. When an employee is hired, the employee's prior years of service may be counted, at the Executive Director's discretion, when determining the rate at which the employee accrues vacation leave. If the Executive Director approves a higher accrual rate based on prior years of service, the employee will receive 40 front loaded hours upon hire, then, upon successful completion of their introductory period, an accrual adjustment reflective of their accrual rate approved by the Executive Director.
  
7. Upon termination of an employee, all unused and accumulated vacation leave as of the date of the employee's termination will be paid to the employee on his final paycheck.