

## CHAPTER 12. VACATIONS

### SECTION 12.2. TIMES AND CONDITIONS OF TAKING VACATION.

A. It is County policy that employees use their annual vacation accruals each year at such time or times as may be approved by the Department Head, or his/her designee. However, for reasons deemed sufficient by the Department Head, or his/her designee, an employee may take less than their annual vacation accruals one year and a correspondingly longer vacation the following year. No employee shall be allowed paid vacation time off in excess of that accrued.

B. The maximum vacation accumulation which may be accrued by a regular full-time or regular part-time non-management employee without losing additional credit shall be 52 times the bi-weekly rate of accumulation of a regular full-time or regular part-time employee. The maximum time limits for vacation accrual shall be extended by the appointing authority as follows:

1. For up to 13 pay periods if the department cancelled a previously scheduled employee vacation or rejected a timely employee vacation request if the Department Head, or his/her designee, determines that circumstances so warrant.

2. For a period of any paid leave of absence due to illness or injury, plus, at the discretion of the Department Head, or his/her designee, up to 13 pay periods, if an employee attains maximum accumulation during such leave.

3. Additional time accrued by an employee under paragraphs 1. or 2. above shall not be lost at the end of the extension; provided, the employee takes time off to reduce his/her maximum accumulation to that provided under A. above within the 13 pay periods immediately following the extension. Such an extension shall not be approved more than once in each calendar year.

C. The maximum vacation accumulation which may be accrued by a management employee without losing additional credit shall be 78 times the employee's biweekly accrual rate. The maximum vacation accumulation for managers may be extended under the provisions of subsection A. above. Maximum time limits for vacation accrual of appointed Department Heads may be extended for up to 13 biweekly pay periods, upon approval of the CEO, or his/her designee,.

D. Beginning in 2017 for the 2018 calendar year and going forward with each subsequent calendar year, a non-management employee may elect to receive payment for up to 20 hours – in five (5) whole hour increments- of accrued vacation leave or compensatory time so long as the following criteria are satisfied:

- Any employee utilizing this provision will be required to submit an irrevocable election through Employee Online by December 31st of the calendar year prior to the calendar year in which the accrued vacation leave or compensatory time is to be cashed out.

Where an employee has properly elected an intent to cash out accrued vacation or compensatory time in the applicable calendar year as noted above, the employee can

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choose any pay period(s) during the year to receive the elected cash out. All requests for cash out must be made through Employee Online by the due date listed for each pay period. All requests must be submitted in five (5) whole hour increments. All requests for a cash out will be limited to the number of hours elected the preceding calendar year less any cash outs already approved, and the actual current year accrued hours available at the time of the cash out.

If an employee who has elected cash out fails to request the elected cash out in the applicable year, the County will automatically cash out the designated amount up to the hours available to be paid on the final payday of that calendar year in the following order:

1. Compensatory time off
2. Vacation

All annual cash out payments shall be at the base hourly rate only with no other add-on compensation included.

By November 15 of each calendar year, the County shall issue a notice to those employees who have elected cashout and have remaining cashout balances available.

If an employee fails to submit an irrevocable election by December 31<sup>st</sup> of the calendar year prior to the calendar year in which the accrued vacation or compensatory time would be cashed out, the employee will be deemed to have waived their right and will not be eligible to cash out any such leave in the following calendar year.

E. Beginning in 2017 for the 2018 calendar year and going forward with each subsequent calendar year, a management employee may elect to receive payment for up to 80 hours of unused administrative leave so long as the following criteria are met.

- Any employee utilizing this provision will be required to submit an irrevocable election through Employee Online by December 31<sup>st</sup> of the calendar year prior to the calendar year in which the administrative leave is to be cashed out.

Where an employee has properly elected an intent to cash out administrative leave in the applicable calendar year as noted above, the employee can choose any pay period(s) during the year to receive the elected cash out. All requests for cash out must be made through Employee Online by the due date listed for each pay period. All requests must be submitted in five (5) whole hour increments. All requests for a cash out will be limited to the number of hours elected the preceding calendar year less any cash outs already approved, and the actual current year hours available at the time of the cash out.

If an employee who has elected cash out fails to request the elected cash out in the applicable year, the County will automatically cash out the designated amount up to the hours available to be paid on the final payday of that calendar year. All annual cash out payments shall be at the base hourly rate only with no other add-on compensation included.

By November 15 of each calendar year, the County shall issue a notice to those employees who have elected cash out and have remaining cash out balances available.

If an employee fails to submit an irrevocable election by December 31<sup>st</sup> of the calendar year prior to the calendar year in which the administrative leave would be cashed out, the employee will be deemed to have waived their right and will not be eligible to cash out any such leave in the following calendar year.

F. Vacation requests of over five days for appointed Department Heads shall be forwarded in writing to the CEO, or his/her designee, for approval. In order to assure the best continued service of each department, an appointed Department Head shall, where practical, arrange his/her vacation in such a manner that the employee normally in charge in the Department Head's absence is on duty during the period of such vacation.