

# Campbell County Fire Department Policy

General Administration

*Vacation Leave*



900.401

**PURPOSE:**

Employees classified as regular full-time and regular part-time working at least 20 hours per week will be eligible to accrue vacation in accordance with the policy established below.

**SCOPE:**

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

**POLICY:**

- A. Vacation time must be earned before it can be taken. Vacation accruals are based on the employee's length of eligible service and are accrued each pay period according to the following schedule.

Months of Service	Vacation Earned
0 through 47	3.70 Hours/Pay Period
48 through 107	5.24 Hours/Pay Period
108 through 167	6.77 Hours/Pay Period
168 through 227	7.54 Hours/Pay Period
228 through 287	8.31 Hours/Pay Period
288 and over	9.08 Hours/Pay Period

- B. Eligible part-time employees will accrue vacation leave on a pro-rated basis. (See policy 900.101 for example of pro-rated calculation).
- C. Ineligible employees whose status changes to eligible shall accrue vacation beginning on the effective date of the change of status. The rate of accrual will be based on years of service as an eligible employee.
- D. Vacation will continue to accrue during paid leaves for a period not to exceed six months. Vacation will accrue during Workers' Compensation Leave for a period not to exceed six months. Vacation will accrue during Military Leave for a period not to exceed five years. Vacation will not accrue during unpaid leaves.
- E. Employees who feel there is a discrepancy in the calculation of their vacation accrual or eligibility may request a review of that calculation by the Fire Department

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payroll clerk. Employees are to submit vacation plans in accordance with the procedures established by the Fire Department. Management reserves the right to designate when some or all vacation time will be taken. Supervisors are responsible for ensuring adequate staffing levels and will attempt to resolve vacation scheduling conflicts in a fair and equitable manner. Approved vacation leave may be taken in ¼ hour increments.

- F. Employees may not receive vacation pay in lieu of time off except at separation of service. No full-time employee may carry over more than 250 hours of vacation from one calendar year to the next. Maximum carry over will be pro-rated for part-time employees. Vacation may accumulate to more than the maximum amount of allowable carry-over hours within the calendar year; however, any accumulated time in excess of the maximum as of January 1<sup>st</sup> of each year will be lost with no compensation to the employee. When the Fire Department's employment needs prevent an employee from using vacation in excess of their maximum carryover amount, the Campbell County Joint Powers Fire Board may approve an extended deadline of June 30<sup>th</sup> of the following year in which the employee may utilize his/her excess vacation.
- G. Upon separation of service, employees shall be paid for their earned vacation balance at their current rate of pay. Vacation cannot be used to extend the date of separation.
- H. If a paid holiday falls within an employee's vacation period, the employee may use earned holiday hours for all or part of that day's absence. Vacation leave will not be counted as hours worked in the computation of overtime or compensatory time.
- I. No allowance will be made for sickness, inclement weather, or other compensable type of absence occurring during a scheduled vacation. If a FMLA qualifying leave commences during a scheduled vacation period, any qualifying paid time off may be used for the entire FMLA period provided all documentation requirements are met.