

EAST COUNTY FIRE & RESCUE
Policies, Procedures, and Guidelines

SUBJECT: Vacation Leave

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APPROVED BY:


Board Chair

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POLICY:

Each full-time employee shall be granted vacation leave in accordance with the following schedule. Vacation hours shall begin to accrue monthly upon the first day of employment. Vacation may not be used during the first six (6) months of employment.

- 0-2 years 80 hours per year (3.33 hrs. per pay period)
- 3-5 years 120 hours per year (5 hrs. per pay period)
- 6-9 years 160 hours per year (6.66 hrs. per pay period)
- 10-15 years 180 hours per year (7.5 hrs. per pay period)
- 16+ years 200 hours per year (8.33 hrs. per pay period)

Vacation Leave for represented employees shall be in accordance with the collective bargaining agreement.

The maximum amount of vacation hours which may be accrued is two (2) times the annual leave amount. Leave accumulated in excess of two (2) times the annual leave amount shall be forfeited by the employee until such time that the leave bank is decreased below two (2) times the annual amount.

Vacation Scheduling

Employees shall submit their requests for vacation leave no later than December 16 of the prior working year for the upcoming year. Seniority shall be considered for assigning vacations during the same time period.

Any vacation requested after the December 16 deadline shall be granted based on the availability with consideration given to the operational needs of the District.

Any regular permanent employee who is on vacation and becomes incapacitated through illness, accident, or hospitalization shall have the right to revert to sick leave status. In such cases, provisions of Policy #90.2.5C Sick Leave shall apply.

If separated from service by reason of resignation with adequate notice, layoff, dismissal, retirement, or death, employees shall be entitled to a lump sum payment of unused vacation.