

EAST COUNTY FIRE & RESCUE

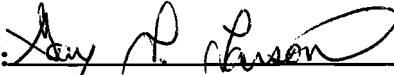
Policies, Procedures, and Guidelines

SUBJECT: Vacation Leave

PPG NUMBER: 90.2.5.a

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DATE OF ISSUE: 11-02-10

APPROVED BY: 
Board Chair

REVIEWED: _____ BY: _____

POLICY: VACATION LEAVE

Each Full-time Employee shall be granted vacation leave in accordance with the following schedule. Vacation hours will start to accrue monthly upon first day of employment. Vacation cannot be used until after six (6) months of employment.

For 24-hour Shift Employees:

- 0-2 years 5 shifts/120 hours
- 3-5 years 7 shifts/168 hours
- 6-9 years 9 shifts/216 hours
- 10-15 years 11 shifts/264 hours
- 16+ years 12 shifts/288 hours

For 40-hour work week Employees:

- 0-2 years 80 hours
- 3-5 years 120 hours
- 6-9 years 160 hours
- 10-15 years 180 hours
- 16+ years 200 hours

The maximum amount of vacation hours which may be accumulated 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 in a vacation status and becomes incapacitated through illness, accident, or hospitalization shall have the right to revert to sick leave status. In such cases, an Employee will be required to furnish a statement from a duly licensed physician.

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

PTO

Personal Time Off (PTO) for Part-time employees will be granted per PPG 90.2.7.