

	<p style="text-align: center;">Vacation Leave</p> <p style="text-align: right;"><i>Adopted: 12/27/1989</i></p>
<p style="text-align: center;">Last Revision Date: 12/20/2023</p>	<p style="text-align: center;">Policy No. 4.700</p>
<p style="text-align: center;">Last Enabling Resolution:</p> <p style="text-align: center;">267-2023/930-2023</p>	<p style="text-align: center;">Developer/Reviewer:</p> <p style="text-align: center;">Chief Human Resources Officer</p>

1. Purpose

The purpose of this policy is to provide paid leave as a benefit to eligible employees for vacation and establish the administration of, procedures for usage, and rates of accrual

2. Scope

This policy applies to all full time and benefited part time Sedgwick County employees, with the exception of the Sheriff’s Office.

3. Policy Statement

Sedgwick County provides all full time and benefited part time employees with paid vacation hours. Vacation leave provides the opportunity for employees to be away from the responsibilities of the workplace for an uninterrupted period of time, while continuing to receive compensation and benefits.

4. Definitions

- A. **Vacation year** - January 1 through December 31.

5. Procedures

- A. Division/Department Directors, Elected/Appointed Officials, and supervisors will approve and schedule vacations to ensure minimum disruption to the department.
- B. Employees begin accruing vacation leave on their hire date and continue to earn it based on their work schedule and hours paid.
- C. Vacation may be used as it is accrued, with the exception of Fire 56 hourly employees
- D. Vacation time must not be used for the same hours an employee is receiving other compensation.
 - 1. Departments requiring staffing on holidays may allow employees to use vacation on the same day they receive holiday pay.

- E. When an employee separates and has been employed full time or benefited part time consecutively for more than six (6) months, the employee will be paid for any unused vacation at a hundred (100) percent of their hourly rate.
- F. If an employee separates from the County before six (6) months, they will not be compensated for any accrued vacation leave.
- G. If an employee dies during the first six (6) months of employment, accumulated vacation leave will be paid according to the line of descent law.
- H. Fire District hourly employees working a fifty-six (56) hour work schedule:
 - 1. In years of tier accrual changes, balances will be adjusted to the new twenty-four (24) hour accrual tier in January.
 - 2. Employees will select vacation in the preceding year.
 - 3. All vacation leave earned in one (1) calendar year is only available in the following calendar year and after completion of one (1) year probation.
 - 4. Newly hired fifty-six (56) hour Fire District employees and employees changing from part time to full time status, will have their vacation balance adjusted to the next twenty-four (24) hour accrual tier in January of the year following their hire or change to full time status.
- I. Fire District salaried employees working a fifty-six (56) hour work schedule will not have their balance adjusted and will earn and can use vacation in a manner similar to other County employees.
- J. Vacation Accrual Rates
 - 1. Employees working a forty (40) hour week.

Years of continuous service	Annual accrued hours
0 – 5	96
6 – 10	120
11 – 15	144
16 – 20	168
21+	192

- 2. Fire District employees working a forty (40) hour week.

Years of continuous service	Annual accrued hours
0 – 5	96
6 – 10	120
11 – 15	144
16 – 20	176
21+	200

3. Fire District employees working a fifty-six (56) hour week.

Years of continuous service	Annual accrued hours
0 – 4	120
5 – 9	144
10 – 14	168
15 – 19	216
20 – 23	240
24+	264

4. Emergency Medical Services employees working a forty-two (42) hour week.

Years of continuous service	Annual accrued hours
0 – 5	100.8
6 – 10	126
11 – 15	151.2
16 – 20	176.4
21+	201.6

5. Employees with unpaid leave will receive vacation accrual prorated based on the number of hours paid in proportion to the number of hours in their normal work period.
6. Benefited part time employees will accrue vacation prorated based on their scheduled hours.

K. Vacation Carryover

1. Full time employees may carryover a maximum amount of vacation annually based on their work week. Each December 31st, any amount exceeding the maximum carryover listed below will be lost.

Employee's work week	Maximum carryover
40 hours	200 hours
42 hours	210 hours
56 hours	320 hours

2. Benefited part time employees may carryover a maximum amount of vacation annually based on their prorated work week. Each December 31st, any amount exceeding the maximum carryover will be lost.

L. Vacation Sell

1. During open enrollment, employees have the option to sell up to two (2) weeks of vacation. To be eligible, employees must have two weeks of vacation accrued plus the amount they wish to sell. This amount is calculated at one hundred (100) percent of their hourly rate at the time data is captured to create open enrollment. . Employees can choose to:
 - a. Sell vacation for lump sum payment distributed on the first check in January;
 - b. Receive credit on the first two checks of each month;

- c. Contribute to their Health Savings Account contributions on the first two checks of each month.
- d. Sell for a combination of both lump sum and credit.
- e. If an employee leaves employment before the end of the calendar year the credit stops on their last check and the remaining amount will be forfeited and not paid to the employee.

Employee's work week	Maximum sell hours
32 hours	64 hours
40 hours	80 hours
42 hours	84 hours
56 hours	96 hours

See table above for maximum amount of sell hours.

- M. All eligible employees are encouraged to take at least one (1) uninterrupted week of vacation per year.
- N. Accrued vacation may be used during approved Family and Medical Leave (FML). See policy 4.711 Family and Medical Leave.