



Policy: Vacation

Issuing Dept: Human Resources

Effective Date: 9/1/2013

Approved By:



John M. Lewis, Jr.
Chief Executive Officer

SCOPE

This policy applies to administrative employees.

POLICY

It is the policy of the Authority to grant vacation leave with pay to regular full-time and part-time administrative employees in accordance with the guidelines established below.

All regular full- and part-time administrative employees are eligible for vacation leave. All vacation leave accrual is based upon the employee's length of service. Vacation accrual begins on the first day of full- or part-time employment and may not be taken until at least six (6) months of employment has been completed without a break in service. Vacation will be paid at the employee's base rate at the time the leave is taken. Vacation pay does not include overtime or any special forms of compensation such as shift differentials. Employees may not receive vacation pay in lieu of time off. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, as applicable rather than vacation pay.

Vacation Accrual Schedule

Regular full-time administrative employees will accrue paid vacation leave according to the following:

	<u>Annual Accrual</u>	<u>Per Pay Period</u>
Less than 5 years of service	2 weeks (10 days)	3.08 hours
5 to 9 years of service	3 weeks (15 days)	4.62 hours
10 to 14 years of service	4 weeks (20 days)	6.16 hours
More than 15 years of service	5 weeks (25 days)	7.70 hours



Regular part-time administrative employees who work at least 20 hours per week (1,040 hours per year) are entitled to vacation on a pro-rata basis. The length of the vacation will be determined on the same basis as for regular full-time administrative employees, but earned at one half the accrual rates as earned by a full-time employee. Regular part-time administrative employees working less than 20 hours per week, temporary/casual workers and student interns do not receive paid vacation.

Regular part-time administrative employees will accrue paid vacation leave according to the following:

	<u>Annual Accrual</u>	<u>Per Pay Period</u>
Less than 5 years of service	1 week (5 days)	1.54 hours
5 to 9 years of service	1.5 weeks (7.5 days)	2.31 hours
10 to 14 years of service	2 weeks (10 days)	3.08 hours
More than 15 years of service	2.5 weeks (12.5 days)	3.85 hours

Directors will accrue paid vacation according to the following:

	<u>Annual Accrual</u>	<u>Per Pay Period</u>
Less than 5 years of service	3 weeks (15 days)	4.62 hours
5 to 9 years of service	4 weeks (20 days)	6.16 hours
10 or more years of service	5 weeks (25 days)	7.70 hours

The Chief Executive Officer reserves the right to adjust the annual accrual of vacation days to employees in appointed positions as part of their hiring agreement. This adjustment will only be applied to the accrual of paid vacation days for the employee's first year of employment with the Authority.

Employees who feel that there is a discrepancy in the calculation of their vacation pay or eligibility may request a review of that calculation by the Human Resources Department.

Vacation Bank and "Use or Lose"

Regular full-time and part-time administrative employees are allowed to "bank" up to two (2) times their annual accrual of vacation time. Regular administrative employees may not request vacation pay in place of time off.



All employees with vacation leave in excess of the allowed time in their vacation “bank” must use the excess by the last day in the **26th pay period of each calendar year or lose it prior to the start of the next pay period.**

Please be advised: the 26th pay period of the calendar year coincides with the LYNX’ payroll calendar and does not necessarily fall in the last two weeks of December.

PROCEDURES AND RESPONSIBILITIES

Vacation pay for regular full-time and part-time administrative employees will be paid at the employee’s regular rate of pay and for the number of hours normally scheduled to work for the vacation period and generally will be paid on the regularly scheduled payday.

Request for Vacation Leave

To request vacation leave, employees should submit vacation requests to their supervisor at least four (4) weeks in advance of the requested vacation date. Employees must ensure that they have enough accrued vacation leave available to cover the dates requested. Employees are also responsible for tracking their “use or lose” balance and scheduling their time appropriately. Employees may use vacation in full day or half-day segments only. Management reserves the right to designate when some or all vacations must be taken.

Requests will be approved based on a number of factors, including but not limited to agency / department operating and staffing requirements. The supervisor will approve / deny the request within a reasonable amount of time (ideally within 3 business days). In the event the request is denied, the supervisor will provide an appropriate reason on the request.

Management reserves the right to rescind approved vacation when it is in the best interest of the Authority to do so. In the event vacation has been scheduled and rescinded based on business need and the employee is in jeopardy of “use or lose” situation a reasonable exception will be made. A request must be submitted by the employee to their supervisor who forwards the request to the head of the department, and then the department head submits it to the General Manager who will confer with the CEO for final approval.

Leave of Absence

Employees continue to earn vacation leave time while on paid leave, but will stop



earning vacation leave time if on an unpaid leave of absence.

Employees on a leave of absence, other than a military leave of absence, are required to use all accrued paid vacation time as part of the leave. In addition, employees on a leave of absence will not accrue any new vacation time during the leave. For more information regarding Leave of Absence please see the Attendance and Punctuality Policy, HR-009.

Termination

If employment is terminated, accrued unused vacation leave that has been accrued through the last day of active employment will be paid at the employee's base rate of pay at termination. In the event of the employee's death, earned unused vacation leave will be paid to the employee's estate or designated beneficiary.

Holidays

If a designated holiday falls within an employee's vacation period, the employee will be paid holiday pay, if eligible, for the holiday. All employees eligible for holiday pay must declare the holiday on the timesheet that they turn in at the end of the pay period in which the holiday occurred.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Chief Executive Officer.

REPLACES: Policy HR-034 with the effective date of 10/25/2001