

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Vacation
POLICY NUMBER: 2020
ADOPTED: November 12, 2002
REVIEWED: 8/21/14, 9/9/20, 11/9/20, 9/14/23
AMENDED: January 12, 2015, 11/09/20

2020.10 This policy shall apply to regular and probationary employees in all classifications.

2020.20 Paid vacations shall be accrued according to the following schedule on an annual basis:

2020.21 During the first year of continuous work, 10 days;

2020.22 13th month of employment through 9 years of service, 12 days;

2020.23 At the start of the 10th year of service and years following, 15 days;

2020.30 Employees who have completed six (6) months in regular status may take their vacation time all at once, or gradually. No vacation may be taken until the employee has completed at least six (6) months in regular employee status. Vacation will be taken at a minimum of one hour.

2020.40 The time during which an employee may take vacation shall be approved in writing by the supervisor or his/her designee at least seventy-two (72) hours in advance. If the requirements of the District are such that part of all of an employee's vacation must be deferred beyond a particular calendar year, the employee may take this vacation during the following calendar year.

2020.50 An employee may carry up to 240 hours of vacation time in their vacation banks. . District will pay the employee for any hours accrued over the 240 hours at his/her normal rate of pay.

2020.60 At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.

2020.70 The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been fully used.

2020.80 If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

2020.90 Vacation shall be earned monthly and after the employee has worked six months it will be available to him/her effective the day of his/her six (6) month anniversary date.