**Section 100 – Management & Administration**

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| Human Resources – 101 | | | |
| S.O.P # 101.07 | **Time Off (& Vacation, Bereavement & Maternity) Policy** | | Page: 1 of 4 |
| EFFECTIVE: 10/14/2019 | | Authorized: Board of Directors | |
| REVISED: | |  | |

**101.07.01 Purpose**

To establish guidelines and general procedures for personnel submitting a request for time off and vacation.

**101.07.02 Policy**

Leave (or “time off”) is an authorized absence during regularly scheduled work hours that is preapproved by the proper authority. Time off requests may be authorized with or without pay in accordance with the work requirements of the District.

1. All time off requests for training, vacation and/or holiday purposes must be submitted thirty (30) days prior to the date(s) requested.
2. Time off requests will be granted on a first come first served basis.
3. Time off requests will only be accepted as far out as one hundred and eighty (180) days in advance.
4. No more than two (2) persons may be granted time off at the same time. Operations reserves the right to approve time off requests beyond this limit on a case by case basis.
5. Employees may not utilize sick leave for scheduled vacations or training.
6. Personnel who do not have enough accrued leave for the time they are requesting may not borrow leave. Any granted leave will be done so without compensation.
7. Once the shift/s referenced on the time off request have been filled, the time off request may not be rescinded except for the following reasons:
   1. The employee requested time off for training and it was cancelled.
   2. The employee requested time off for a medical appointment or procedure and it was cancelled.
   3. The employee requested time off for a work-related court appearance and the court date was cancelled or rescheduled.
   4. Relinquishing a shift that has been filled is at the sole discretion of the employee filling that shift.
8. Operations may deny leave based on the overall mandatory minimum staffing levels in the District.
9. Employees assigned to a shift work schedule may not request more than four (4) consecutive shifts off in a row.
10. Due to difficulty in covering vacancies on holidays, time off requests for major holidays will only be accepted if suitable coverage has already been secured. Major holidays have been identified as:
    1. New Year’s Day,
    2. Independence Day,
    3. Thanksgiving Day,
    4. Christmas Eve,
    5. Christmas Day.

**101.07.03 Vacation**

All regular full-time employees who work a continuing schedule of not less than 32 hours per week in an office capacity or between 161.5 to 173.5 or more predetermined hours each month in a field provider capacity shall earn vacation as described below.

Vacation shall accrue monthly from the employee’s eligibility date, but is not available to be used during the probationary period of six months from date of hire.

Vacation which is accrued may be carried over per budget year up to 240 hours. Any number of hours over this amount will be paid out in salary each budget year in June.

Regular full-time employees shall accrue 4 hours per month of paid vacation leave starting with the first month of service.

Regular full-time employees, after two years of continuous service and less than five years shall accrue 8 hours per month of paid vacation leave.

Regular full-time employees, with five years of continuous service and less than ten years shall accrue 12 hours per month of paid vacation leave.

Regular full-time employees, with ten years and less than fifteen years of continuous service shall accrue 16 hours per month of paid vacation leave.

Regular full-time employees with fifteen years and less than twenty years of service shall accrue 20 hours per month of paid vacation leave.

Regular full-time employees with twenty or more years of service shall accrue 24 hours per month of paid vacation leave.

Probationary employees are not eligible to take vacation leave during their probationary period. Upon satisfactory completion of the probationary period, vacation leave shall be credited as having accrued from the beginning of employment. If the employee is terminated for unsuccessfully completing the probationary period, no vacation leave will be granted.

Employees with accrued paid vacation time may request up to 48 hours of vacation leave salary pay out in any given pay period if done so in writing to the Chief at least thirty days in advance of the pay date. No more than one half of accrued vacation time may be paid out in any fiscal/budget year.

Upon resignation, termination or other separation from employment, any unused vacation leave may be reimbursed in salary.

**101.07.04 Bereavement Leave**

An employee will be granted five (5) consecutive days paid bereavement leave in the event of a death of any of the employee’s immediate family or spouse’s immediate family. Immediate family is defined as; spouse, parent, child, brother, sister or grandparent.

**101.07.05 Maternity Leave**

Six (6) weeks maternity leave will be granted to an employee who is the birth mother or father; or adoptive mother or father. During time on leave, the employee may use short term disability under the short term disability protocol; and if needed, may use Long Term Disability.

**101.07.06 Short Term Disability**

Short Term Disability is a benefit for full-time employees.

1. Short term disability may be used after the employee uses up their sick leave and accrued vacation hours.
2. The maximum duration of the benefit is:
   1. 4 weeks if the disability is caused by a pre-existing condition.
   2. 13 weeks if the disability is not caused by a pre-existing condition.
3. While on short term disability, the employee may continue to be covered by the District’s health insurance provided the employee pays the District the monthly 10% fees during that time on disability.

**101.07.07 Long Term Disability**

Long Term Disability is a benefit for full-time employees.

**101.07.08 Procedures**

1. Time off may be denied or cancelled by Operations if:
   1. A suitable substitute/replacement is not found or assigned,
   2. Granted time off will result in personnel manning below the acceptable standards;
   3. Time off requests are not submitted within the appropriate time frame;
   4. Major events in the District warrant the cancellation of leave.
2. Employees should not consider their requested time off approved until they receive notification of approval and their personal schedule reflects the requested time off.