

## CIVIL SERVICE COMMISSION RULE 17

### VACATION LEAVE

#### **17.01 Purpose**

The purpose of Rule 17 is to provide rules on how employees may use vacation leave. (CSC 12/15/15)

#### **17.02 Vacation**

Employees are entitled to leave with full pay for vacation purposes in accordance with the provisions of this rule. Vacation leaves are to be scheduled in advance and taken at such reasonable time as approved by the department with particular regard to the needs of the department, seniority of employee, and, insofar as practicable, with regard to the wishes of the employee. (CSC 3/14/02) (CSC 12/15/15)

#### **17.03 Qualification for Receiving Vacation**

Vacation with full pay will be granted to permanent employees in accordance with the guidelines below:

- A. Full-time permanent employees will be credited one year toward vacation increments for each year of continuous service worked. (CSC 12/15/15)
- B. Part-time permanent employees will be credited one year toward vacation increments for each year that they worked at least half-time or more. (CSC 12/15/15)
- C. Seasonal permanent employees will be credited one year toward vacation increments for each season that they worked at least two months or three hundred forty-eight hours. (CSC 3/14/02) (CSC 12/15/15)
- D. Changes in status. Permanent employees, who change status between full-time, part-time or seasonal work without a break in service, will retain the number of years of service that they earned toward vacation increments in their previous status. A change in status will under no circumstance result in an increase in the number of years of continuous service. (CSC 12/15/15)
- E. Other guidelines
  - 1. Applicable laws, rules, and policies shall determine credit toward years of service for time on authorized leave of absence without pay. (CSC 3/14/02) (CSC 12/15/15)
  - 2. An employee who suffers a work-related injury and who returns to work will be credited for the time served on total disability or duty disability pension as the result

of injury for the purpose of determining the amount of vacation to which they are entitled each year thereafter in accordance with Rule 17.05. (CSC 2/24/09) (CSC 12/15/15)

#### **17.04 Military Service**

Employees returning from military leave will be entitled to accrue vacation accrual as required by law. (CSC 2/24/09) (CSC 12/15/15)

#### **17.05 Allowance, Calculation and Use of Vacation** (CSC 12/15/15) (7/01/20)

The following guidelines for the allowance and calculation of vacation accrual rate must be observed:

##### A. Vacation Allowance (CSC 2/24/09) (CSC 12/15/15)

Vacation entitlement for eligible employees will be the number of days of leave from work with pay as normally accrued in consecutive periods as described below:

1. Vacation with full pay at a rate not exceeding twelve working days each year for the first four (4) years of employment.
2. Vacation with full pay at a rate not exceeding fifteen working days each year beginning with the 5<sup>th</sup> year of employment.
3. Vacation with full pay at a rate not exceeding sixteen working days each year beginning with the 8<sup>th</sup> year of employment.
4. Vacation with full pay at a rate not exceeding eighteen working days each year beginning with the 10<sup>th</sup> year of employment.
5. Vacation with full pay at a rate not exceeding twenty-one working days each year beginning with the sixteenth year of employment.
6. Vacation with full pay at a rate not exceeding twenty-two working days each year beginning with the eighteenth year of employment.
7. Vacation with full pay at a rate not exceeding twenty-six working days each year beginning with the twenty-first year of employment. (CSC 6/26/03)

The anniversary date for purposes of increased vacation leave will be the beginning of the pay period in which they complete the appropriate number of work years. (CSC 7/01/20)

A department head shall have the authority to grant up to sixteen years of prior service credit at the time of hire for the sole purpose of determining vacation accrual rate. Prior service credit must be public or private sector experience directly related to the position for which the employee is hired and must be verified by the Human Resources Department. (CSC 10/25/05)

#### B. Vacation Calculation

All vacation will be calculated on a direct proportion basis for all hours of credited work other than over-time and without regard to the calendar year. Effective January 1, 2003, such leave may be cumulative up to and including fifty days. Leave in excess of the limits described above will not be recorded and will be considered lost. (CSC 4/25/91) (CSC 10/22/92) (CSC 6/26/03) (CSC 2/24/09)

#### C. Vacation Usage (CSC 7/01/20)

The following vacation usage rules must be observed.

1. Only employees with accrued vacation may be granted vacation leave.
2. Employees are authorized to utilize only vacation accrued to the date of their return from vacation.
3. Approved vacation will begin on the first working day absent from duty.
4. When approved vacation leave includes a holiday, the holiday will not be considered as one of the vacation days.
5. Employees are not allowed to schedule or use more than two weeks of accrued vacation leave immediately preceding separation from employment, including retirement. Supervisors are prohibited from approving employee requests to use more than two weeks of accrued vacation leave immediately preceding the employee's separation from employment, including retirement. In exceptional circumstances and for good cause shown, the Human Resources Director may approve an employee's request to use more than two weeks of vacation leave immediately preceding an employee's separation from employment, including retirement. (CSC 7/01/20)

#### **17.06 Vacation Payment** (CSC 12/15/15)

The following vacation payment guidelines must be observed.

- A. The rate of pay for the vacation leave will be the rate of pay employees would receive had they been working at the position to which they have been permanently certified, except as provided in (B).
- B. Employees on detail for a period of less than six months immediately prior to vacation will be paid upon the basis of the position to which they have been permanently certified. Employees on detail for more than six months immediately prior to vacation will be paid upon the basis of the position to which they have been detailed.
- C. Permanent employees on an intermittent or part-time basis who have worked continuously for six months or more on such basis will also be granted vacation in direct proportion to the time actually employed. Employees will not receive vacation pay greater than what their earning would have been during that period had they been working.

**17.07 Reinstatement and Transfer Affecting Vacation (CSC 12/15/15) (CSC 7/01/20)**

A. Reinstatement

An employee who is or has been reinstated following separation pursuant to the Reinstatement Rule, or who is or has been re-employed through examination and certification within two years following separation will, after five consecutive years of service following such reinstatement or new certification, receive credit for prior service for vacation accrual rate upon request by the employee. No such credit will be applied to an employee reinstated or re-employed for the second or subsequent time.

B. Transfer

A transferred employee's vacation time will be governed as follows:

1. An employee who has been transferred will retain vacation privileges acquired in the department from which the transfer has been made.
2. When an employee transfers from one department to another, the accrued vacation will transfer with the employee and become the responsibility of the accepting department unless other specific arrangements are made at the time of such transfer.