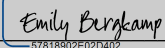



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## POLICY-HR-3503

See Also: N/A

Approved by:   
 Emily Bergkamp  
 General Manager

  
 Heather Stafford Smith  
 Director, Administrative Services

Written by: H. Smith

### ACCRUING VACATION LEAVE

This policy applies to non-represented employees at Intercity Transit who are classified to work at least 20 hours per week. This policy does not apply to those classified to work less than 20 hours per week or temporary employees.

#### **1. Vacation Hours Count As Hours Worked**

Paid vacation leave counts as hours worked for overtime calculation.

#### **2. Employee Accrues Vacation Hours Based on Hours Worked**

Employees accrue vacation hours for each pay period of service in which the employee remains in paid status.

Employees will receive a prorated amount of vacation accrual when they are in unpaid leave status (medical or non-medical), including an unpaid disciplinary suspension, based on the number of paid hours received by the employee for the pay period.

Full-time employees will accrue vacation hours in accordance with the schedule in Section 4. All other employees will accrue in a prorated amount based on their budgeted Full-Time Equivalent (FTE). Employees classified to work less than 20 hours per week are NOT entitled to accrue vacation hours.

#### **3. Employees Receive Floating Holidays as Additional Vacation Hours**

Because agency employees work many traditional holidays, each permanent full-time employee will receive six floating holidays each year (48 hours) by adding an additional 1.85 vacation leave hours to each employee's per pay period vacation accrual rate. All other employees will accrue floating holidays in a prorated amount based on their budgeted Full-Time Equivalent (FTE).

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To facilitate this change in practice, employees in paid status on January 1, 2025, will receive a **one-time award** of 20 hours added to their vacation bank on January 1, 2025.

#### **4. Vacation Accrual Schedule**

The below vacation accrual schedule is inclusive of Floating Holiday hours, based on 26 pay periods per year.

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	Vacation Leave per Pay Period	Floating Holiday per Pay Period (48 hours/year)	Total Hours per Pay Period	Total Hours Annually
Year 1	<del>4.31</del> 5.46	1.85	7.31	190
Year 2	<del>4.62</del> 5.46	1.85	7.31	190
Year 3	<del>4.92</del> 5.46	1.85	7.31	190
Year 4	<del>4.92</del> 5.46	1.85	7.31	190
Year 5	<del>5.23</del> 5.77	1.85	7.62	198
Year 6	<del>5.54</del> 6.27	1.85	8.12	211
Year 7	<del>5.54</del> 6.27	1.85	8.12	211
Year 8	<del>5.85</del> 6.54	1.85	8.38	218
Year 9	<del>5.85</del> 6.54	1.85	8.38	218
Year 10	<del>5.85</del> 7.15	1.85	9.00	234
Year 11	<del>6.15</del> 7.54	1.85	9.38	244
Year 12	<del>6.15</del> 7.65	1.85	9.50	247
Year 13	<del>6.46</del> 7.65	1.85	9.50	247
Year 14	<del>6.46</del> 7.77	1.85	9.62	250
Year 15	<del>6.46</del> 7.77	1.85	9.62	250
Year 16	<del>6.46</del> 8.31	1.85	10.15	264
Year 17	<del>6.77</del> 8.31	1.85	10.15	264
Year 18	<del>6.77</del> 8.42	1.85	10.27	267
Year 19	<del>7.08</del> 8.42	1.85	10.27	267
Year 20	<del>7.38</del> 8.54	1.85	10.38	270
Year 21	<del>7.38</del> 8.69	1.85	10.54	274
Year 22	<del>7.38</del> 8.85	1.85	10.69	278
Year 23	<del>7.38</del> 8.85	1.85	10.69	278
Year 24	<del>7.38</del> 9.08	1.85	10.92	284
Year 25	<del>7.38</del> 9.08	1.85	10.92	284
Year 26	<del>7.69</del> 9.23	1.85	11.08	288
Year 27	<del>7.69</del> 9.23	1.85	11.08	288
Year 28	<del>7.69</del> 9.23	1.85	11.08	288
Year 29	<del>7.69</del> 9.23	1.85	11.08	288
Year 30+	<del>7.69</del> 9.23	1.85	11.08	288

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### **5. Employees Request Vacation Leave**

Agency employees must submit requests for vacation leave to their supervisor for approval in advance according to Department procedures. While reasonable effort will be made to approve vacation requests, if a request is denied, the employee's supervisor will provide a reason for not approving the request. Departments must schedule employee vacations without undue disruption of department operations. Staff may only take vacation leave in fifteen-minute increments or greater.

### **6. New Employees Who Separate During Introductory Period**

Employees who separate prior to the completion of their introductory period are not eligible to cash out any unused, accrued vacation.

### **7. Certain Employees Do NOT Receive Vacation Hours**

Intercity Transit does NOT award vacation hours to employees classified to work less than 20 hours per week or to temporary employees.

### **8. Vacation Accrual Limits**

Vacation leave may accrue up to 360 hours. Any hours in excess of this maximum limit, as of the end of the last pay period of the year, will be forfeited.

### **9. Pay For Vacation Hours In Lieu of Time Off**

Employees may cash out up to 40 vacation hours per year in lieu of taking time off. Cash out requests, which will be facilitated by Finance, can be submitted in October of each year. All pay for vacation leave cash out shall be at the employee's regular, straight-time rate of pay at the time of cash out.

When leaving Intercity Transit's service, an employee will receive pay at the employee's prevailing rate of pay for accrued, but unused, vacation hours up to the maximum limit identified in section 8.