

POLICY AND PROCEDURE
UNION PUBLIC UTILITY DISTRICT

DATE REVISED: 01/24/2024	MANUAL	POLICY NO. 2020
APPROVED BY: Board of Directors	POLICY TITLE Vacation	Page 1-2

PURPOSE OF POLICY

The District recognizes the need for employees to have time away from work for personal rest and relaxation. It is the policy of the District that employees take vacation every year. Accrued vacation days may be used as single days or multiple days.

2020.1 A full-time, permanent employee will accrue 6.66 hours of vacation time per month, through their second (2nd) year of employment; however, they will not be eligible to use any of the accrued time until their probationary period (6 months) has been successfully completed. This rate of accrual equals 80 hours (2 weeks) per year. Years of service credit commences with the first day of the probationary period.

2020.2 A full-time, permanent employee will accrue 10 hours of vacation time per month beginning on their (3rd) year anniversary through their seventh (7th) year of employment. This rate of accrual equals 120 hours (3 weeks) per year.

2020.3 A full-time, permanent employee will accrue 13.33 hours of vacation time per month beginning on their eighth (8th) year anniversary through their nineteenth (19th) year of employment. This rate of accrual equals 160 hours (4 weeks) per year.

2020.4 A full-time, permanent employee will accrue 16.67 hours of vacation time per month beginning on their twenty fifth (25th) year anniversary and above. This rate of accrual equals 200 hours (5 weeks) per year.

PERMISSIBLE VACATION LEAVE USES

Vacation time may be used for vacation, and personal business, and must be approved by the general manager at least 24 hours in advance. You are expected to receive managerial approval prior to taking any vacation time.

2020.5 In the event a holiday falls during an employee's vacation the employee shall receive an additional day off at the employee's regular rate of pay.

2020.6 Vacation time may be taken after successful completion of the six-month probationary period provided ample notice is given to the Manager and that vacation time does not conflict or interfere with normal emergency work schedules. When two or more vacations are in conflict, preference shall be determined by seniority.

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2020.7 In the event an employee is terminated, resigns with notice or for other reasons leaves the employment of the District, the employee shall be entitled to receive payment for vacation accrued and not taken.

2020.8 No employee shall receive any payment in lieu of vacation while in the employment of the District, without the approval of the Board of Directors. Such requests must be in writing to the Board of Directors and will be considered on an individual basis.

2020.9 Vacation will be capped at 400 hours. Payout of any excess accruals over the maximum amount allowed will be paid to the employee at the end of the calendar year.

~~2020.10 Part time employees are eligible for vacation pay at a proportionate rate to the employee's scheduled weekly work hours (i.e., 20 hours = 50% of FT 40 hours & Vacation to 2nd-year = 3.33 hours per month or 40 hours per year). Temporary employees are not eligible for sick pay, vacation pay, paid holidays or compensatory time.~~

2020.10 Part time and temporary employees are not eligible for vacation pay, paid holidays or compensatory time.

*Continuous service means employment with the District without any break or interruption. Resignation, dismissal, leave of absence without pay, or any lay-off for lack of work, lack of funds, or abolishment of a position shall be construed as a break in service.