


# East Lake Tarpon Special Fire Control District

	<b><i>SOG 112 Vacation</i></b>	
	<b>Implementation Date: 11/2000</b>	<b>Revision Date(s): 04/26/2016, 03/26/2019</b>
		<b>Reviewed Date(s): 1/15/2019</b>
	<b>Forms or Attachments: None</b>	

**Administrative – Non-Bargaining Employees:**

- A. Every regular employee who is compensated on a salaried or hourly rated basis shall be entitled to an annual vacation leave with pay at their regular salary or hourly rate in accordance with the provisions hereinafter set forth
- B. Vacation year shall be measured from October 1<sup>st</sup> to September 30<sup>th</sup> of each year, and except as hereinafter provided, the vacation shall be deemed to have been earned in the previous year.

**Accrual:** Employees hired after October 1, 2016 shall accrue vacation as follows:

Non-bargaining employees on a 40-hour work week:

1-3 Years	120 hours/year	4.615 hours/pay period
4-7 Years	136 hours/year	5.231 hours/pay period
8-11 Years	160 hours/year	6.154 hours/pay period
12-15 Years	200 hours/year	7.692 hours/pay period
16+ Years	240 hours/year	9.231 hours/pay period

**Accrual:** Employees hired before October 1, 2016 and non-bargaining employees on a 56-hour work week shall accrue vacation as follows:

1-3 Years	168 hours/year	6.462 hours/pay period
4-7 Years	192 hours/year	7.385 hours/pay period
8-11 Years	216 hours/year	8.308 hours/pay period
12-15 Years	240 hours/year	9.231 hours/pay period
16+ Years	264 hours/year	10.154 hours/pay period

Employees shall accrue vacation time from their date of employment.

- A. All employees shall accrue vacation time bi-weekly at a rate applicable to the number of years employed as described.
- B. Employees shall not be eligible to use vacation time during their first year of employment except with the express permission of the Fire Chief or his designee.
- C. New Employees shall accrue vacation, and have it credited to them for their use after their First anniversary. The amount accrued and eligible for use shall be based on the length of employment prior to October 1<sup>st</sup> of the year of hire.
- D. New employees will accrue vacation for the month of hire if their hire date is on or before the 15<sup>th</sup> of the month. Employees hired after the 15<sup>th</sup> of the month will accrue no vacation for that month.

**Increments:**

Hourly employees: Vacation time may be utilized in any increment of one half (1/2) hour or more with the written permission of the Fire Chief or designee.

Salaried employees: Vacation time may be utilized in one-day (8 hour) increments.

**Sick or Death in Family While on Vacation:** Employees becoming sick or having a death in the family (as defined in SOG 116) while on vacation may use sick leave or Death in Family leave for the period of illness or death providing the employee calls the Department to notify such change of time. This period of time shall be employee's vacation. Verification of sick or Death in Family leave will be completed as addressed in SOG 116 & 114 respectively.

**Separation from Service:** Any employee who is separated from service shall be compensated by check for all unused vacation time accumulated at the regular rate of pay at the time of separation. Provided, however, that in the event an employee voluntarily leaves service, they shall not receive unused vacation pay if they give less than fourteen (14) calendar days' notice of their intention to terminate.

**Vacation Carry Over:** Every regular employee is allowed to carry over unused vacation as follows:

- A. Each employee shall take a minimum of 120 hours annual leave per year after the first year of hire.
- B. All hours in excess of 160 hours shall be deducted from that individual's annual leave account at the end of the fiscal year. The Fire Chief may allow an employee to exceed 160 hours on an individual basis, but such extension shall be for a defined period of time not to exceed six (6) months.

**Vacation Buy-Back:** Non-bargaining employees have the option of selling back accrued vacation in lieu of time off for up to 80 hours of vacation time annually, providing:

1. A minimum of 120 hours per year vacation is taken, and
2. Their accrued vacation total exceeds 240 hours.