



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #	218	Approval Date: 11/15/11
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Regular full time employees will earn paid vacation based upon their anniversary date of employment in accordance with the following schedule:

- After 1 year - Ten (10) vacation days
- After 7 years - Fifteen (15) vacation days
- After 14 years - Sixteen (16) vacation days
- After 15 years - Seventeen (17) vacation days
- After 16 years - Eighteen (18) vacation days
- After 17 years - Nineteen (19) vacation days
- After 18 years - Twenty (20) vacation days
- After 19 years - Twenty-one (21) vacation days
- After 20 years - Twenty-two (22) vacation days
- After 21 years - Twenty-three (23) vacation days
- After 22 years - Twenty-four (24) vacation days
- After 23 years - Twenty-five (25) vacation days

Employees may take vacation in units of one (1) or more working days or one (1) or more working hours when the supervisor does not need to replace that employee. Vacation pay is equal to the pay employees would have received when working their normal schedule of hours, exclusive of shift premium, if any.

Employees hired before January 1, 1977 must take off all vacation days earned before December 31st of the year they are earned.

Employees hired after January 1, 1977 must take all vacation days off within twelve (12) months of the anniversary date they are earned.

Length of service will be given consideration in granting choice of vacation time within a given job classification, however Department Heads will make the final determination regarding vacation requests. This rule will apply provided that the requests for preferred vacation time are submitted in writing no later than May 1. Clearview employees must have preferred vacation requests submitted by February 15 and August 15.

Newly hired non-represented full-time employees hired on or after January 1, 2012 are entitled to two (2) weeks of vacation after having completed six (6) months of employment. This vacation time must be taken within the six (6) month period prior to their first anniversary date.

Part-Time, Seasonal or Limited Term Employees who are transferred to a regular full-time position within the first six (6) months of employment will be entitled to two (2) weeks of vacation after having completed six (6) months of employment as a regular full-time employee. This vacation time must be taken within the six (6) month period prior to their first anniversary date in the regular full-time position.

Newly hired full-time employees may be eligible for more than two (2) weeks of vacation. Upon recommendation by the Department Head the County Administrator may approve years of credited service based on the vacation schedule listed above. These employees will then earn vacation according to the vacation schedule based on the amount of credited years of service given at the time of hire.

If termination occurs prior to one (1) year of employment, the employee must repay the County for any vacation taken within the first year and is not eligible for vacation accrued in the first year which would have been available to the employee on his/her first anniversary date.

Clearview

Clearview employees must take at least two (2) weeks in the form of time off with pay. Clearview employees who, because of their length of service, are entitled to more than two (2) weeks of vacation, may either take additional time off with pay up to the extent of their entitlement or be paid at the end of their anniversary year for any unused vacation time beyond two (2) weeks.

In the event the County finds it necessary to deny a vacation request by staff at Clearview, the affected employee may reschedule his/her vacation days during the remainder of the anniversary year or extend the scheduling period of his/her vacation into the first (1st) three (3) months of the ensuing anniversary year, and the affected employee may reschedule his/her holiday/personal day during the remainder of the calendar year or extend the scheduling period of his/her holiday/personal day into the first (1st) three (3) months of the ensuing calendar year.

If an employee desires to reschedule a vacation day or holiday/personal day, s/he will submit a written request to the Clearview Administrator for approval.

If after the approved extension period has passed and the County has still found it necessary to deny the vacation request, the employee may request to have up to one (1) week of the earned vacation time paid out to them at the end of the approved 90 day extension period.

Highway

Employees must take all their vacation days off within 12 months of the anniversary date they are earned. Employees will receive cash payment if unable to take scheduled vacation days off because of an emergency in the department.

Pro-ration of Vacation Pay

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time during the prior anniversary year, will have their vacation pay pro-rated. The pro-ration calculation will take place prior to the start of the new anniversary year and will take into consideration the number of hours paid to the employee during the prior anniversary year in

comparison to the total number of full-time hours for the position. The calculation will result in a reconciliation of the number of vacation hours paid versus vacation hours earned. In the case of a part-time benefit eligible employee the calculation may result in a change in the determination of how many hours of earned vacation the employee will be credited for use during the upcoming anniversary year.

Employees on military leave will be credited with all hours earned as if they were actively working.