

**CARMICHAEL WATER DISTRICT  
POLICY MANUAL**

**POLICY 5030: Vacation**

**5030.10** This policy shall apply to all full time regular employees.

**5030.20** Vacation leave shall accrue per pay period, commencing with the initial date of employment, at the following rate:

	<u>Years of Continuous Employment</u>	<u>Annual Vacation</u>	<u>Hours Accrued Per Pay Period</u>
<b>5030.20.1</b>	0 through 4	12	3.70
<b>5030.20.2</b>	5 through 9	15	4.62
<b>5030.20.3</b>	10 through 14	18	5.54
<b>5030.20.4</b>	15 through 19	22	6.77
<b>5030.20.5</b>	20 +	25	7.70

**5030.20.1** Probationary employees may accrue, but not utilize, vacation during the first six (6) months of employment unless otherwise required by federal, state, or local laws.

**5030.30** A maximum of three hundred (300) hours of vacation will be allowed to accrue. Additional vacation will not accrue beyond this limit. However, in recognition of unforeseen events and circumstances, as approved by the General Manager, vacation may be allowed to accrue beyond the limit of three hundred (300) hours. The only exception to the foregoing will be when it has been determined in advance that taking a vacation at the time requested will be a hardship on Carmichael Water District (District). In such an event, and with the advance approval of the General Manager, the accrued vacation will be rescheduled at a mutually agreeable date. Then, with the General Manager's advance approval, vacation may be carried over until such time that it can be taken. The General Manager is to use administrative judgment in the handling of situations where employee's accumulation exceeds established limits.

**5030.40** Vacation schedules will be arranged as early as possible each year. The District will endeavor to grant vacations as requested, subject, however, to the right of the District to schedule or assign vacations in accordance with operating needs.

**5030.50** An employee who becomes ill while on vacation and desires to claim sick leave, rather than vacation leave as scheduled, shall make such a request as soon as possible after the hour on which they desire sick leave compensation to begin. The District may require, without prejudice, a health care provider's note for any period of sick leave requested while on vacation.

**5030.60** At termination of employment for any reason, the District shall compensate the employee for their accumulated vacation time at their straight time rate of pay at the time of termination.

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**5030.70** The District will not require an employee to take vacation time in lieu of sick leave or leave of absence during periods of illness. However, the employee may elect to take vacation time in the case of extended illness (absence of five [5] or more working days) where sick leave has been fully used.

**5030.80** Vacation benefits shall not accrue during layoff, a leave of absence without pay or any other unpaid absence (i.e., disability, workers compensation, etc.) but accrued vacation shall not be lost.

**5030.90** If a holiday falls on a work day during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

**5030.100** Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. Notwithstanding the above, the District, at the discretion of the General Manager, will allow an employee to cash out up to 80 hours of accrued vacation leave in the first pay period of December where the employee has a minimum level of 100 hours of accrued vacation leave remaining following the cashout.

**5030.110** Payment of vacation hours:

Vacation leave occurring on scheduled work days is charged at a rate not to exceed eight (8) hours for regular full time employees. The only exception to this will be an approved group who works a four (4) ten (10) hour work week is at a rate not to exceed ten (10) hours on scheduled work days.

**5030.110.1** Example: If an employee works 8:00 a.m. – 2:00 p.m. and took a half ( $\frac{1}{2}$ ) hour lunch and has scheduled vacation leave at 2:00 p.m., that employee would record five and one half ( $5\frac{1}{2}$ ) hours worked (regular hours) and two and one half ( $2\frac{1}{2}$ ) hours vacation leave on their timesheet for a maximum eight (8) hours total for that day.

**5030.110.2** Example: If an employee works 7:00 a.m. – 11:00 a.m. and has a scheduled vacation leave at 11:00 a.m., that employee would record four (4) hours worked (regular hours) and four (4) hours vacation leave on their timesheet for a maximum eight (8) hours total for that day.