

SOUTHERN STONE COUNTY FIRE PROTECION DISRICT

TITLE: Vacation Benefits

REVISED: 05/15/2008

POLICY: # 1700.7

APPLIES TO: All Full Time Employees

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Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular full-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

- Upon initial eligibility the employee is entitled to five (5) vacation days.
- Upon completion of each year of eligible service after one (1) year the employee is entitled to one (1) additional day of vacation, not to exceed the maximum allowance of twenty-five (25) vacation days after twenty (20) years of eligible service.

The length of eligible service is calculated on the basis of a “benefit year.” This is the twelve (12) month period that begins with the employee’s hire date. An employee’s benefit year may be extended for any significant leave of absence, except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time in accordance with the schedule. They can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one day. To take vacation, employees should request advance approval from their supervisor(s). Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee’s base pay rate at the time of vacation. It does not include overtime or any special forms of compensation.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry over up to five (5) days of earned vacation.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.