

RESOLUTION NO. 37-06

**A RESOLUTION AUTHORIZING A CHANGE TO PERSONNEL POLICY 7.1
VACATION LEAVE**

WHEREAS, Mason County has amended the Vacation Leave Policy that is referred to in the Mason County Personnel Policies, Chapter 7.1;

NOW, THEREFORE, The Board of County Commissioners hereby resolves to amend Chapter 7.1 of the Mason County Personnel Policies, as follows:

7.1 VACATION LEAVE


(Add to end of policy): In order to attract and retain employees in hard-to-fill positions, the Board of County Commissioners may grant an exception to the accrual rate and/or date of eligibility for use.

ADOPTED this 9th day of May 2006.

BOARD OF COUNTY COMMISSIONERS


ATTEST:


Rebecca S. Rogers
Clerk of the Board


Lynda Ring Erickson, Chairperson


Jayni L. Kamin, Commissioner

APPROVED AS TO FORM:


Monty Cobb
Deputy Prosecutor


Tim Sheldon, Commissioner

7.1 VACATION LEAVE

Each regular full-time employee shall accrue paid vacation leave as follows:

<u>Years of Continuous Service</u>	<u>Vacation Days Earned</u>
1-3 years	12 days per year
4-7 years	15 days per year
8-9 years	18 days per year
10-11 years	20 days per year
12-14 years	22 days per year
15-16 years	23 days per year
17-19 years	24 days per year
20 or more years	25 days per year

All new employees must satisfactorily complete their trial period to be entitled to the accrual and use of vacation leave. Regular part-time employees will receive vacation on a pro-rata basis. Extra help employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

Regular full-time employees must work, or be in a paid status, at least ~~ninety (90)~~ eighty (80) hours in a month to accrue vacation for the month. Regular part-time employees must work, or be in a paid status, at least in the same proportion to ~~ninety (90)~~ eighty (80) hours as their regular hours are to full-time employment to accrue vacation for that the month.

The first day of the month of hire shall be the effective date of subsequent increases in the vacation accrual rate for employees hired between the first and the fifteenth of the month. The first day of the month following the month of hire shall be the effective date of subsequent increases in the vacation accrual rate for employees hired between the sixteenth and the last day of the month.

Each department is responsible for scheduling its employees' vacations without undue disruption of department operations. Leave requests shall normally be submitted at least two weeks prior to taking vacation leave.

The maximum number of vacation days which may be accrued is fifty (50) days. Any vacation days earned beyond fifty (50) days shall be forfeited. Employees will be paid for unused vacation time upon termination of employment, except in the case of termination during the first six months of employment. Employees who resign their position to assume an Elected Office will be paid for unused vacation time upon termination of employment.

In order to attract and retain employees in hard-to-fill positions, the Board of County Commissioners may grant an exception to the accrual rate and/or date of eligibility for use.