



OMD Operational Administrative Policy - Vacation Leave

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Effective 6/1/2017; New Policy Issuance; Review Before 3/2019

An employee must have full or part-time permanent status and have completed six months of service before being eligible to expend vacation leave, except under provisions of the MCB/OMD sick leave policy. As set forth in FMLA provisions, accrued but unused vacation leave, along with other paid leave, must be used concurrently with FMLA leave.

Vacation leave must be approved in advance by the Medical Director(s) to promote the efficient ongoing operation of the MCB/OMD.

Vacation for full-time permanent employees is accrued following each calendar month of service as follows:

<u>Years of Completed Service</u>	<u>Vacation Accrued per Month/ per year</u>
Date of employment to completion of 5 th year	9.333 hours/month - 14 days
5 years but less than 10 years	10.667 hours/month - 16 days
10 years but less than 15 years	14.00 hours/month - 21 days
15 years but less than 20 years	15.333 hours/month - 23 days
20 years but less than 25 years	16.667 hours/month - 25 days
25 years or more	17.333 hours/month - 26 days

Vacation for permanent part-time employees is accrued following each calendar month of service as follows:

.04 hours accrued for each hour worked up to 65 hours per pay period. The maximum monthly accrual is 5.2 hours per month.

There is no progression in vacation hours accrual based on length of service for part-time permanent employees.

Service as a temporary employee shall not be used to determine vacation leave accrual.

The maximum amount of vacation leave that may be accrued by an employee is twice the amount that the employee may accrue in one calendar year. No additional vacation leave shall be credited to an employee who has reached the maximum amount.

Upon separation, an employee shall be paid for the unused portion accrued vacation leave if completed six (6) consecutive months of employment with MCB/OMD.

The Company encourages employees to utilize their vacation time. There are instances where an employee may not be able to take all their accrued vacation and may request that portions of the unused but accrued vacation time be paid. In those instances, the Company will permit the payout of such amounts provided:

1. After the requested amount is deducted, the employee will still have 80 hours of accrued vacation time remaining and a total of 160 hours of remaining vacation and sick leave combined.
2. The amount requested must be at least 40 hours.
3. No more than 80 hours can be requested in any 6-month period.