



TO: Board of Trustees

FROM: Cathy Derocher; Human Resources Manager

RE: Amendment to Personnel Policies and Procedures Section 13.1a and 13.2a  
Vacation Leave and Schedules for Employees

DATE: July 1, 2021

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Members of the township board have requested changes to the existing accrual of vacation time for new employees. After listening to your suggestions and feedback to provide a greater work life balance for our employees, the Township Supervisor and I recommend several changes to the existing way vacation time is earned for a new employee.

- a) The changes provide a new employee with 5 vacation days at date of hire.
- b) It eliminates the 6-month restriction before the time can be used.
- c) And it provides the first-year employee with another 5 days after 6 months of service. With this recommendation, the employee no longer has to wait 12 months before earning their full two (2) weeks or ten (10) days of vacation.

In summary, a new employee is provided with the same 10 days they would have normally earned in their first 12 months of employment. However, they can now use those days earlier.

The attached redlined document applies to the Personnel Policies and Procedures Section 13.1a and 12.2 a. These changes apply to employees not covered by a collective bargaining agreement or other employment agreements.

Please consider the amendments as red-lined in the attached document. Feel free to contact me if you have any questions.

Attachment

**13.1 a - Eligibility for Employees Hired After 09/15/98**

(Added 09/15/98)

Vacation leave is authorized absence from duty, with pay. The vacation year is the calendar year (January 1 through December 31) applies to all employees not otherwise covered under a collective bargaining agreement except as otherwise provided herein. Full time employees will be granted vacation leave according to the following schedule:

Full time employees hired after 09/15/98 will be granted vacation leave within the vacation year in which the Length of Service anniversary date occurs according to the following schedule:

<u>LENGTH OF SERVICE</u>		<u>Vacation Days</u>
<u>At Least</u>	<u>Less Than</u>	
<u>Date of Hire</u>	<u>6 mos.</u>	<u>5</u>
<u>6 mo.</u>	<u>1 yr.</u>	<u>35</u>
1	5	10
5	10	15
10	15	17
15	20	20
<u>20</u>		<u>22</u>

An employee who terminates before 6 months employment is not eligible for vacation reimbursement.

~~An employee who terminates before (6) months of service is not eligible for vacation~~

**13.2 a - Schedules ~~For~~ Employees Hired After 09/15/98**

(Added 09/15/98)

~~After six (6) months of service, vacations may be taken at any time during the calendar year in which they are accumulated. Vacation time must be taken in the same year it is earned.~~

If both the six (6) month and the one (1) year service anniversary dates fall within the same calendar year, only ten (10) days of vacation leave will be granted within that calendar year as follows:

<del>At date of hire</del> <del>After six (6) months of service</del>	<u>35</u> days
after <del>one (1) year</del> <u>6 months</u> of service	<u>75</u> days

If an employee becomes eligible for ~~seven (7)~~ five (5) additional days vacation in December per the above paragraph, such vacation may be taken in the following calendar year prior to April 1, and prior to the taking of any current year's vacation.

Vacations must be arranged by the individual with his or her department head with at least 30 days notice preceding the beginning date of the vacation.

An employee's vacation pay shall be calculated by reference to the number of regular hours scheduled for that non union employee per week (i.e. 37 1/2 or 40).

The scheduling of vacation time should be ~~by seniority and~~ in accord with departmental need or seasonal work load.

Vacation time can be taken in (2) two-hour increments.

### **13.3 - Unused Vacation**

A maximum of 7.5 hours of unused vacation time can be carried over through March 31, of the next year with department supervisor approval.

An employee who is laid off, quits, retires, or is terminated, will receive any unused vacation credit including that accrued in the current year. A recalled or re-hired employee who received credit for the current year at the time of leaving for any of the foregoing reasons will have such credit deducted from his or her vacation the following year.