



TO: Board of Trustees

FROM: Cathy Derocher; Human Resources Manager

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

DATE: March 7, 2022

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Last month the tentative agreement for the Michigan Association of Public Employees (MAPE) union was approved. In that agreement vacation days were increased to allow for two additional vacation days at each level of service as shown in the attachment.

The attached redlined amendment to policies and procedures allows for the same vacation leave policy for the townships non-union employees, primarily consisting of departments heads. The attached redlined document applies to the Personnel Policies and Procedures Section 13.1a. 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) Amended**

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>	
Date of Hire	6 mos.	5
6 mo.	1 yr.	5
1	5	<del>10</del> 12
5	10	<del>15</del> 17
10	15	<del>17</del> 19
15	20	<del>20</del> 22
20		<del>22</del> 24

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

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

**(Added 09/15/98)**

**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: (Amended 7/20/2021)

At date of hire 5 days	
after 6 months of service	5 days

If an employee becomes eligible for 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 in accord with departmental need or seasonal work load.

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