

6.01 Vacations

A Regular Full-time Employee is entitled to take a paid vacation after one (1) year of uninterrupted full-time service. The vacation may be taken any time after it has been earned and approved by the Responsible elected Official or, where appropriate, Department Head. Generally, vacation time cannot be accumulated and must be used before your next anniversary date, unless specifically authorized herein (partial days are held over until the next year).

The Indiana attorney General has determined that no employee in a governmental unit can be paid twice for the same time period; therefore, pay in lieu of vacation is illegal and will not be allowed.

Vacation is earned according to hours worked. The purpose of the hourly vacation accrual system is to ensure that employees with a longer workday accrue vacation time at a correspondingly faster rate. General county employees are assumed to work seven hours per day, five days per week for a total of 35 hours per week. By contrast, highway department employees are assumed to work eight hours per day, five days per week, for a total of forty hours per week (2080 hours per year). While taking paid vacation, an employee continues to earn future vacation, as part of their pay. **However, no vacation time is earned during hours for which the employee receives overtime pay.**

The rate of accrual of vacation time is as follows:

1. After one year, employees earn **0.01925** hours of vacation per hour worked.
2. During their second, third, and fourth years of employment, employees earn **0.0385** hours of vacation per hour worked.
3. In their fifth, sixth, seventh, eighth, and ninth year of employment, employees earn **0.0577** hours of vacation per hour worked.
4. In their tenth and in all subsequent years of employment employees earn **0.0769** hours of vacation per hour worked.

Vacation time must be taken in the year **after** it is earned. During their first year of employment, employees earn vacation days on a provisional basis, meaning the vacation days do not become vested until they have been employed one full year.

Seven hours of accrued vacation time equals one day of vacation. Under this system, employees will often accrue a partial day of vacation time. These partial remainder days are

vested in the employee, but may not be taken until a full day has been earned. Said another way, **partial days must be carried over to the next year.**

The following are calculation examples based on the various work schedules of employees:

An employee whose anniversary date is 2/1/10, working a 35 hour work week is as follows: during the year prior to their anniversary date they worked a total of 1820 hours (35 hours times 52 weeks); since they would qualify for the .0385 multiplier, it would be $1820 \times .0385$ for a total of 70.07 hours. One day vacation is equal to 7 hours you divide 70.07 hours by 7; resulting in the employee receiving 10.01 days of vacation. They are entitled to take the 10 days, following their anniversary date, and the .01 is carried forward to the next year.

An employee that is working a 40 hour work week and is in year 6 of their employment would be as follows: $40 \times 52 = 2080$ hours $\times .0577 = 120.02$ divided by 7 would entitle the employee to 17.15, of which he could take the 17 days of vacation and the .15 would be carried forward to the next year.

An employee who is working a 48 hour shift (12 hours x 4 days and 4 days off) who is in their 4th year of employment would be as follows: 48 divided by 8 days = an average of 6 hours per day $\times 365$ days = 2190 hours of employment. Take the $2190 \times .0385 = 84.32$ hours divided by 7 hours = 12.05 vacation days. They would be entitled to take the 12 days of vacation and the .05 would be carried forward to the next year.

Note: the one change for the regular 7 hour/day employees is that now is the 4th category enabling employees with over ten years of employment to earn a total of 20 days of vacation time.