

Procedure Title:**EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-0-3****Policy Title:**

Vacation Benefits

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:
 - Regular full-time employees
 - Regular part-time employees
2. The amount of paid vacation time employees receive each year increase with the length of their employment as shown in the following schedule:

Vacation days begin accruing at date of hire at the rate of 0.192 days per two week pay period. A maximum of five (5) vacation days may accrue during the first year of employment. Employees may use accrued vacation days after successful completion of 90 days employment. At the end of one (1) year of successful employment vacation time will accrue annually on the anniversary of date of hire.

- Upon initial eligibility the employee is entitled to 5 accrued vacation days each year.
- After 1 year of eligible service the employee is entitled to 5 vacation days each year.
- After 2 years of eligible service the employee is entitled to 10 vacation days each year.
- After 3 years of eligible service the employee is entitled to 15 vacation days each year.

- After 10 years of eligible service the employee is entitled to 20 vacation days each year.
 - Part-time employees who consistently work 1000 hours annually are eligible for 2 vacation days after one year of employment.
3. The length of eligible service is calculated on the basis of a “benefit year.” This is the 12-month period that begins when the employee starts to earn vacation time. An employee’s benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)
 4. Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. After that time, employees can request use of earned vacation time including that accrued during the waiting period.
 5. Paid vacation time can be used in minimum increments of one day. To take vacation, employees should request, in writing, approval from their supervisors. Request for time off should be submitted a minimum of two weeks in advance. Request will be reviewed based on a number of factors, including business needs and staffing requirements. When possible, request for vacations will be assigned in accordance with employee requests, taking operating needs into account. Generally, length of employment determines priority in scheduling vacation time.
 6. Vacation time off is paid at the employee’s base rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.
 7. As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may request to be paid for the unused time bringing the balance to zero. Vacation time accruals will begin in the next benefit year. Vacation time not used or “taken in pay” will be forfeited at the end of the calendar month the employee’s anniversary falls.
 8. Upon termination of employment, with proper notice given and fulfilled, employees will be paid for unused vacation time that has been earned through the last day worked. However, if Keystone, in its sole discretion, terminates employment for any cause, forfeiture of unused vacation time may result.

NOTES: