

Vacation Leave

Human Resources Policy- #201

Policy:

Employees serving a probationary period following initial appointment may not use vacation leave until successful completion of the first three (3) months of the probationary period. The only exception to this is if the Department Director approves its use at time of hire.

Vacation Leave Accrual will be as follows:

Years of Service (Based upon 40 hrs/week)	Vacation	
	Hours Earned Per Pay Period	Days Earned Per Year
Less than 3 years	3.08 hours	10 days
3 but less than 6 years	3.69 hours	12 days
6 but less than 9 years	4.62 hours	15 days
9 but less than 20 years	5.54 hours	18 days
20 years or more	6.46 hours	21 days
Years of Service (Based upon average of 42.5 hrs/week)	Vacation	
	Hours Earned Per Pay Period	Days Earned Per Year
Less than 3 years	3.23 hours	10 days
3 but less than 6 years	3.88 hours	12 days
6 but less than 9 years	4.85 hours	15 days
9 but less than 20 years	5.82 hours	18 days
20 years or more	6.79 hours	21 days

For the purpose of accruing vacation leave, the calendar year January 1st to December 31st will be used.

A new Employee with five or more years of North Carolina government service, at the

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State, County or Municipal level, will accrue at the "3 but less than 6 years" rate and remain there until they have reached 6 years of service with Davidson County.

Approval of Vacation Leave

All request to use vacation leave must be approved by the employees immediate Supervisor and/or the Department Director. Vacation leave can be taken in increments of fifteen (15) minutes. Vacation leave should not be granted to a newly hired employees within the first 3 months of continuous service, unless approved by the Department Director and Human Resources Director at time of hire.

A request for vacation leave should be denied only when it would create an emergency situation that cannot be prevented in any other manner.

Maximum Accumulation

Vacation leave may accumulate from year to year to a maximum of 240 hours annually. On January 1 of each year, any vacation hours in excess of the maximum (240) will be transferred to sick leave. This sick leave may be used like any other accumulated sick leave.

Previous Leave Credit

Any Employee who separates in good standing and is reinstated within one (1) year may receive previous credit time for the purpose of accruing vacation leave. The total months of previous verified service time will be recognized at the beginning of re-employment.

Vacation Leave Pay at time of Termination and Repayment of Vacation Leave

All full-time regular, employees that have completed 12 months of continual service who are terminated regardless of reason will be paid for vacation leave not to exceed a maximum of twenty-five (25) days or 200 hours and paid in the payroll period following the employee's final payroll check.

Employees must work the entire resignation notice period and may not take

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vacation leave unless approved by the Department Director.

If an employee does not give at least a two (2) week advance notice of resignation, they will not be eligible to be paid for accrued vacation leave.

Any vacation time owed to the County will be deducted from a separating employees final check.

Payment for Accumulated Vacation Leave Upon Death

Upon the death of a current employee and who has completed their initial 12 months of probation, their estate will be entitled to payment for all of the accumulated vacation leave credited to the employee's account, not to exceed a maximum of twenty-five (25) days or 200 hours.

Scope:

This policy applies to all eligible employees.

Document Change Record

Revision	Description
8-13-2024	Revised- change payout from completion of 12-month probation to 12-months of continual service
6-13-2023	Revised Policy