

Policies and procedures

Subject Vacation Leave for Non-Represented Health Benefits-Eligible Employees
Section Human Resources
Approved by Martha Bennett, Chief Operating Officer

POLICY

Metro provides non-represented health benefits-eligible regular and limited duration employees with paid vacation leave.

Applicable to

All Metro non-represented regular and limited duration employees who work 20 hours or greater and are eligible for health insurance and vacation accrual.

Paid vacation leave may be available for represented employees as determined by the applicable collective bargaining agreement.

Definitions

Benefits eligible refers to those who are eligible for health insurance and vacation accrual.

Guidelines

1. Employees are eligible to use accrued vacation leave subject to supervisory approval.
2. Employees shall not accumulate more than 275 hours of vacation leave.
3. **Accrual cap:** *The 275-accrual cap is firm. Employees who reach the accrual cap stop accruing vacation leave until they use vacation leave and reduce their accrual level below 275 hours. Once the accrual level drops below the 275-hour maximum, they will then accrue leave based on the accrual schedule below.*
4. Managers shall schedule vacation leave requests consistent with the operational needs of the department. Vacation schedules may be amended to allow the department to meet emergency situations.
5. An employee who has successfully completed their initial probationary period and terminates for any reason, shall be entitled to payment for accrued unused vacation leave. In no case shall payment be for more than the maximum allowable 275-hour accrual limit.
6. Employees shall accrue vacation leave according to the following schedule:

Level	Total Years of Continuous Service	Accrual Rate per hour paid	Equivalent Annual Hours for Full-time Employees working
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			2080 hours per year
Level 1	Date of hire through completion of 3 rd year	.0577 hours	120 hours
Level 2	4 th years through completion of 7 th year	.0692 hours	144 hours
Level 3	8 th year through completion of 11 th year	.0808 hours	168 hours
Level 4	12 th year or more	.0923 hours	192 hours

Part time eligible employees shall accrue vacation leave under the above hourly accrual rate for hours worked.

Probationary Employees

1. An employee who terminates for any reason during the initial probationary period shall not be paid out any vacation leave at time of departure.
2. Probationary employees may use accrued vacation. However, consistent with the Probation Policy, if an employee is absent from work for a total of 10 or more days during probation, the probationary period will be extended by the number of days the employee was absent.

Recruitment Incentive Vacation Leave

1. As part of an employment offer when recruiting a candidate, Department Directors with the approval of the HR Director may provide additional vacation leave as a recruitment incentive to new non-represented employees covered by this policy.
 - a. Recruitment Incentive Vacation Leave
 - i. Eligible individuals may be offered vacation leave starting at level 2 or in some instances level 3. The employee will then stay at that level until they have reached the number of years of service to move them to the next level. For example, if an employee starts at level 2, the employee will stay at that level until the start of the employee's 8th year of employment.
2. If hiring offer is to include recruitment incentive leave, it is to be noted on New Hire Form.

PROCEDURES

1. Use of Vacation Leave:
 - a. Employees must submit requests to use vacation leave per their department or work unit procedures and receive approval prior to taking time off.
 - b. For full-time exempt employees, absences of four hours or more will be tracked in the leave management system and covered through the use of available vacation leave accruals. Part-time exempt employees and exempt employees who work a flex schedule, must enter vacation leave in the leave management system when they take vacation leave for one-half (1/2) or more of their regularly scheduled shift.
2. Infrequent Absences of Exempt Employees: When an exempt employee has an absence of four or more hours, such absences will be tracked in the leave management system and covered through the use of available leave accruals as appropriate for the situation.

Infrequent absences of less than four hours by an exempt employee that does not negatively impact expected work performance or productivity will not be covered through the use of leave accruals. In addition, this section would not apply if an employee has received prior approval from their manager to flex their schedule in a given workweek.

3. Rate of Pay: Vacation leave will be paid at the employee's regular rate of pay for that job for the number of hours the employee requested to use.
4. Written Notification of Accruals: Metro will provide notification on employees' pay statements of the amount of accrued and unused vacation leave available for use by an employee.

Responsibilities

Employees:

- Submit request for use of vacation leave in accordance with work unit or department procedures, when possible, provide at least ten (10) business days advance notice.
- Code leave appropriately in Metro's timekeeping system.

Supervisors:

- Approve or deny advance requests for use of vacation leave and notify the employee as soon as possible.
- Notify HR of approved recruitment incentive vacation leave prior to the employee's start date.
- Notify employees as soon as possible if approved vacation schedules need to be amended for emergency reasons.
- Ensure that leave is coded appropriately in Metro's timekeeping system.

Department Director:

- Ensure supervisors are approving vacation leave equitably and in a timely manner.
- Prior to approving, consult with HR Director for requests to grant recruitment incentive vacation leave to potential new hires.

Human Resources:

- Provide guidance and information as needed.
- Consult with hiring managers and department directors on recruitment incentive vacation leave.

References

Metro Family and Medical Leave Policy

Domestic Violence, Sexual Assault, Criminal Harassment and Stalking Protections Policy