

# Policies



**Metro**

600 NE Grand Ave.  
Portland, OR 97232-2736

<b>Subject</b>	Vacation Leave
<b>Section</b>	Human Resources
<b>Approved by</b>	Andrew Scott, Interim Chief Operating Officer
<b>Approved on</b>	January 1, 2020
<b>Replaces</b>	Vacation Leave for Non-Represented Health Benefits-Eligible Employees Policy adopted on October 5, 2017

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Policy Purpose: Metro provides non-represented regular and limited duration employees with paid vacation leave.

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## Policy

1. Applicable to:
  - a. All Metro non-represented regular and limited duration employees who work 20 hours or more per week.
  - b. Paid vacation leave may be available for represented employees as determined by the applicable collective bargaining agreement.
2. Employees may use accrued vacation leave subject to supervisory approval.
3. Employees may not accumulate more than 275 hours of vacation leave. 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 should 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. Any employee who has successfully completed their initial probationary period and who terminates their employment for any reason, will be entitled to payment for accrued unused vacation leave at termination. In no case will the employee be paid for more than the maximum allowable 275-hour accrual limit.

6. Employees will 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 2080 hours per year
Level 1	Date of hire through completion of 3rd year	.0577 hours	120 hours
Level 2	4th year through completion of 7th year	.0692 hours	144 hours
Level 3	8th year through completion of 11th year	.0808 hours	168 hours
Level 4	12th year or more	.0923 hours	192 hours

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

7. Probationary Employees

- a. An employee who terminates employment for any reason during the initial probationary period will not be paid for any accrued but unused vacation leave at time of departure.
- b. 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.

8. Two types of recruitment incentive vacation leave may be offered to candidates as part of their employment offer.

- a. **Advanced Vacation Accrual.** Eligible individuals may be offered vacation leave starting at Level 2 or in some instances at Level 3. An employee who is given recruitment incentive vacation leave will remain at the designated accrual leave until they have worked the number of years necessary to qualify for the next level of vacation accrual. Eligibility for this leave will be determined based on a relative equivalency of the candidates overall years of work experience.
- b. **One-Time Vacation Leave Allocation.** Eligible individuals may be offered a one-time front-loaded vacation accrual of up to 40 hours. These one-time front-loaded vacation hours will not show up until the employees' second paycheck.

One or both types of recruitment vacation incentive leave may be offered with the approval of both the department and the HR Compensation Manager. If the employment offer includes either type of leave, it should be noted on the New Hire Form.

9. 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.

10. Infrequent Absences of Exempt Employees

- a. 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.
- b. 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.

11. 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.