9. VACATION

A. Full-time regular or limited-term employees in the Captain-Sheriff classification shall accrue vacation benefits for each pay period of continuous service according to the following schedule:

Pay Periods	Vacation Credit Per Pay Period of Continuous Service	Maximum Earnable Vacation Accrual
0 through 260	4.62 hours	280 hours
Over 260	6.16 hours	440 hours

Full-time regular or limited-term employees in the Lieutenant-Sheriff classification shall accrue vacation benefits for each pay period of continuous service according to the following schedule:

Pay Periods	Vacation Credit Per Pay Period of Continuous Service	Maximum Earnable Vacation Accrual
0 through 78	3.08 hours	160 hours
79 through 260	4.62 hours	240 hours
Over 260	6.16 hours	320 hours

Vacation shall accrue from the first pay period following the pay period in which the employee commenced continuous service. If the commencement date was the first working day of the pay period, vacation accrual shall start from such commencement date

Vacation shall accrue from the first pay period following the pay period in which the employee commenced continuous service. If the commencement date was the first working day of the pay period, vacation accrual shall start from such commencement date.

B. Newly hired employees in this Unit employed in a full time regular position, shall receive vacation benefits of three (3) weeks annually which is equal to 4.62 hours per pay period of continuous service to a maximum accrual of 280 hours. Persons employed on a less than full time basis shall receive vacation benefits on a pro rata basis, proportional to his/her the employee's authorized hours, to a maximum accrual of 280 hours. Employees shall continue to be eligible to accrue the

maximum vacation of 6.16 hours per pay period as provided under Section 9.1.

C   Part-time regular or limited-term employees shall accrue vacation benefits in the same ratio to the vacation benefits received by regular or limited-term employees with like pay periods of consecutive service as the number of hours in the part-time work schedule is to the number of hours in the full-time work schedule.

D.   Absence without pay for more than sixteen (16) working hours in a pay period shall cause the pay period's service not to be counted toward earning vacation credit.

E.   Employees terminating employment for reasons other than retirement may not use annual/vacation leave or compensatory time off as a termination date.

F.   New hire employees may not take earned vacation until completion of thirteen (13) pay periods of continuous service. After completion of thirteen (13) pay periods of continuous service, employees may take vacation as it is earned. Employees in classes with a twenty-six (26) pay period probationary period may take earned vacation after completion of thirteen (13) pay periods of continuous service. Once eligible, an employee may use vacation as an extension of sick leave.

G.   Each department head shall be responsible for scheduling vacations so as to achieve the most efficient functioning of the department and County service. No person may work for compensation for the County in any capacity during the time of ~~or her~~ the employee's paid vacation from County service.

H.   Any employee separating from County service who has not taken earned vacation shall receive the hourly equivalent of ~~his or her~~ the employee's salary for each hour of earned vacation, up to the end of the last full pay period worked. Payment shall be to the nearest one-tenth of an hour. Employees terminating from County service prior to becoming eligible to take earned vacation shall be paid for accrued vacation. When separation is caused by death of an employee, payment shall be made to the beneficiary, if designated, or to the estate of such employee, or in applicable cases as provided by Section 630 of the Probate Code.

I.   An employee receiving pay in lieu of unused vacation may not be re-employed by the County in any capacity until the number of working days equal to the number of days paid vacation has elapsed following the effective date of separation.

J.   If an employee was disabled during a scheduled vacation, sick leave may be substituted for vacation for the period of disability upon the presentation of medical verification signed by the treating physician(s) and submitted within five days after the employee's scheduled return. The doctor's verification shall explain the nature and extent of the disability and limitations imposed on the patient as well as treatment and period of time of incapacity. Approval to substitute sick leave for vacation is at the discretion of the Director of Human Resources.

K.   With advance approval by the immediate supervisor, vacation benefits may be used to attend to emergency personal business in increments of one (1) hour or more. Employees are entitled to a reasonable expectation of privacy as to the specific nature of the emergency personal business. It is agreed that the nature of the emergency requiring personal leave may not permit more than minimal advance notice to the immediate supervisor.

L.   Prior to the beginning of each calendar year, an employee wishing to cash out up to forty (40) hours of vacation accruals, may make such a request between November 1st and by no later than December 20th of the preceding year. This election shall be irrevocable. Payment will be made before December 31st of the next calendar year. Approval of such a request will be conditional upon:

1.   the projection that the employee will reach the maximum vacation accrual based on ~~his/her~~ the employee's years of service (280/440 hours) during the following calendar year;

2.   the requirement for the employee to have accrued the requested number of hours to be cashed out; and

3.   the requirement that the employee has taken at least eighty (80) hours of vacation during the calendar year in which the irrevocable election   is made.