

9. VACATION

- A. Every employee in a full-time regular or limited-term position shall receive vacation benefits for each pay period of continuous service according to the following schedule:

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

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

- B. Every employee in a part-time regular or limited-term position shall receive vacation benefits and maximum earnable vacation accrual in the same ratio to the vacation benefits received by an employee in a full-time regular or limited-term position 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.
- C. Vacation time taken shall not be counted as time worked for purposes of overtime computation.
- 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 who are terminating their employment for reasons other than paid County retirement shall not use annual/vacation leave as their termination date (e.g., requesting annual/vacation leave to begin 3-7 and the actual termination date to be 3-13, etc.).
- F. Employees do not become eligible to take their earned vacation until they have completed thirteen (13) pay periods of continuous service. After completion of thirteen (13) pay periods of continuous service, employees then become eligible to take vacation as it is earned. Once an employee becomes eligible to take earned vacation, he/she may use this vacation as an extension of sick leave.
- G. Each department head shall be responsible for scheduling the vacations of his/her employees in such a manner as to achieve the most efficient functioning of the department and of the County service. No person shall be permitted to work for

compensation for the County in any capacity during the time of ~~his/her~~ the employee's paid vacation from County service.

- H. Any ~~person~~ employee separating from County service who has not taken ~~his/her/their~~ earned vacation, if any, shall receive the hourly equivalent of his/her salary for each hour of earned vacation, up to the end of the last full pay period worked, based on the pay rate in effect for each person on the last day actually worked. Such 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 earned (accrued) vacation. When separation is caused by death of an employee, payment shall be made to the estate of such employee, or in applicable cases, as provided by Section 630 of the Probate Code.
- I. A ~~person~~ employee receiving pay in lieu of unused vacation may not be re-employed by the County of Solano in any capacity until a number of working days equal to the number of days paid vacation has elapsed following the effective date of the separation. Nothing in this Section shall be interpreted as preventing a department head from filling a position vacated by separation immediately following the effective date of separation.
- J. Upon the presentation of medical verification acceptable to the department head that an employee was ill or disabled during a scheduled vacation, employees may substitute sick leave for vacation for the period of illness or disability.
- K. With advance approval by the immediate supervisor, which shall not be unreasonably denied, vacation benefits may be used to attend to emergency personal business in increments of one hour or more. The employee is entitled to a reasonable expectation of privacy as to the specific nature of the emergency personal business. It is understood that the nature of the employee's personal emergency requiring personal leave may not permit more than minimal advance notice to the immediate supervisor.
- L. If the department head does not provide a specific time for the use of vacation leave, an employee may, with fourteen (14) calendar written days notice, as a matter of right, when the accumulated vacation to ~~his/her~~ the employee's credit reaches ~~his or her~~ the maximum earnable vacation accrual, give written notice to department head and take up to eighty (80) hours.