

*Kingman County
Kansas
Personnel Policy Manual*

Policy #14 Vacations

Commission Approved
Date: 11/2/2015

14 Vacation Time

- 14.1 All regular full-time employees shall earn vacation time with pay at the end of each full year of employment with the County and are able to take earned vacation the following year after the employee's anniversary date, according to the following schedule:

<i>Years Of Service</i>	<i>Days of Vacation</i>
(6 mo. = 5 days) – read 14.3 for details.	
End of 1 and until the end of 5 yrs.	= 10 days (80 hours)
Beginning of 6 and end of 10 yrs.	= 12 days (96 hours)
Beginning of 11 and end of 15 yrs.	= 15 days (120 hours)
Beginning of 16 and end of 20 yrs.	= 17 days (136 hours)
Beginning of 21 + yrs. and on	= 20 days (160 hours)

- 14.2 Part-time, seasonal full-time, and seasonal part-time employees do not earn vacation hours.
- 14.3 Employees with six (6) months of service may utilize up to five (5) days of vacation. These five days would be deducted from the ten (10) days accrued at the end of one year of service.
- 14.4 Vacation time for a given year shall be regarded as earned/accrued as of the employee's anniversary date each year. Paid time off for vacation leave will be counted as hours worked for the purposes of determining overtime.
- 14.5 Any employee who voluntarily terminates from the county but returns to the county's employ within 90 calendar days shall have their vacation time reinstated to the amount in the employee's vacation account at the time of voluntary termination. This time-reinstatement applies only to vacation hours and does not apply to any other form of "seniority reinstatement."
- 14.6 Each department shall keep a accurate record of the number of hours of vacation time eared by each employee. The County Payroll Clerk shall also maintain a record of vacation accumulated and used. Such records shall be kept in the same manner and location as payroll records for all County employees.
- 14.7 Unearned vacation time may not be used.
- 14.8 At any given time, the maximum amount of vacation time that may be accumulated shall be the number of hours that employee has earned during the immediately preceding 12 months. An employee may not earn accumulated time above that amount. Employees must use the vacation time earned each year during their next anniversary

year. An employee with left over vacation time may donate that time to the Shared Leave (Policy # 17) time account, or with prior approval from the employee's Department Head and written notification to the Payroll Clerk, may carry over up to, but no more than, five (5) days of vacation into the "new" year, for a period of up to 30 calendar days. (Discretionary situations may be considered where additional time is required for extraordinary circumstances when presented ahead of time by the Department Head and approved by the Board of County Commissioners. This additional time can be for any given year and not to exceed an additional 90 days.) Any unused vacation time as referred to otherwise in this provision shall be transferred to the Shared Leave time account if not taken in the approved allotted time limits.

- 14.9 Employees may request the dates on which they desire to take vacation, but approval and scheduling of vacation is the responsibility of the department head, based upon department needs as well as employee needs. Department heads shall determine and communicate their department rules regarding advance notice expected or required for establishing vacation time. Department heads shall monitor their department records of accrued vacation time for employees and shall work with employees to encourage schedules that allow the full use of accumulated vacation time.
- 14.10 Employees are not permitted to take more vacation time than is accumulated at the time of use, as stated in 14.5 of this policy. Any additional time off in conjunction with paid vacation time must be explicitly approved in advance by the department head.
- 14.11 Vacation time used shall count only against regularly scheduled workdays. Official County holidays and weekends which fall during a vacation period shall not be counted as vacation days.
- 14.12 Upon termination from employment, employees shall be reimbursed for all accumulated vacation time. If an employee who has been employed more than one year works at least six (6) months beyond the employees' anniversary date, the employee will be compensated an additional five (5) days.
- 14.13 For purposes of this Policy, an employee who is elected to public office or who is appointed to an elective public office shall be deemed to have terminated employment as of the day proceeding the date upon which the person assumes such public office. (Elected officials do not accrue vacation benefits.)