

Policy & Procedure

Policy Title: Vacation

Policy Number: 307

Policy:

It is the policy of Arc Human Services to provide paid vacation time to eligible full-time employees. Vacation time is offered on an annual basis dependent on tenure and full time status.

Administration of Vacation time:

- Vacation time for regular full-time employees is accrued according to each employee's tenure and full-time status. Vacation time may be accrued and/or carried from one year to the next up to the corresponding maximum (see Policy #311). Accrual will only continue when maximum vacation time is utilized.
- Employees are considered fully vested with Arc Human Services after their first year of employment. Therefore, should an employee resign from the agency, or change status to an ineligible classification prior to their first-year anniversary, they will forfeit payment of accrued/unused vacation time.
- If an employee gives their notice of resignation or gives notice of a change in status to an ineligible classification for vacation accrual (part-time, PRN, or temporary status), the employee is not permitted to use benefit time, including vacation time during the notice period.
- Employees who submit their resignation in writing and meet the standards of policy # 603 Separation of Employment, the employee will be eligible to receive reimbursement payout of their unused vacation time.
- Employees that submit a resignation under policy #603 Separation of Employment or change status to an ineligible classification for vacation accrual (part-time, PRN, or temporary status) and meet the standards of policy #202 Employee Classification for hours worked for regular full-time, regular part-time, casual part-time, PRN (on-call), or temporary/seasonal, must work a minimum of thirty days under the new employee classification to be eligible to receive payout of their accrued/unused vacation time.
- If an employee is involuntarily terminated from Arc Human Services, they will not be paid for accrued/unused vacation time.

Vacation Time Use:

- Vacation time requests must be made in advance to your immediate supervisor prior to using these hours to ensure adequate staff coverage. Your immediate supervisor must approve all use of vacation time. If use of these hours will be during a holiday, a two-week notice is required to ensure adequate staffing.
- Vacation time may be taken in blocks of time up to or equal to the employee's regularly scheduled shift and up to 40 hours per work week, unless otherwise approved by the department director.
- Vacation time may be taken in increments of one hour. Not more than ten consecutive days may be taken without approval from the Executive Director or designated Program Director.
- Vacation time requests that incur a negative accrual balance may only be approved by the Executive Director and Human Resources.
- Vacation requests will not be reviewed or approved during state inspection or licensing unless prior authorized by the Executive Director or Designated Program Director.
- During an employee's probationary period, no vacation time may be used without prior approval of Human Resources and the hiring manager during the hiring process.

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- Vacation time hours used are not included in determining actual hours worked when overtime is computed.

Updated January 30, 2024