

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE:	Vacations	Issue Date:	09/21/2017
POLICY NUMBER:	2020	Revised:	N/A

- 2020.1** This policy shall apply to full-time employees only.
- 2020.2** Paid vacation time shall be accrued according to the following schedule on a monthly basis based on the individual employees' dates of appointment as full-time employees:
- (a) During years 1 through 5 of continuous work, the employee will accrue vacation time at the rate of 6.7 hours per month for a total of 80 hours accrued per year;
 - (b) During years 6 through 12 of continuous service, the employee will accrue vacation time at the rate of 10.0 hours per month for a total of 120 hours accrued per year;
 - (c) During years 13 and all subsequent years of continuous service, the employee will accrue vacation time at the rate of 13.3 hours per month for a total of 160 hours accrued per year.
- 2020.3** No vacation may be used until the employee has completed at least six months in full-time employee status and has earned or accrued the requested time off. All time off requests must be in writing and approved by the appropriate Supervisor before being taken.
- 2020.4** Vacation time may be accumulated up to a total of 160 hours. Once an employee has 160 hours of accumulated vacation, the employee will no longer earn additional vacation hours until the employee uses his/her accrued vacation hours. At the end of each fiscal year, the Authority may, in its sole discretion, pay the employee for the vacation hours earned and accrued during that year and remaining for use by the employee in order to manage its vacation pay responsibilities.
- 2020.5** At termination of employment for any reason, the Authority shall compensate the employee for his/her accumulated vacation time, not to exceed the cap of 160 hours, at his/her final rate of pay at the time of termination.
- 2020.6** The Authority will not require an employee to take vacation time in lieu of sick leave during periods of illness. However, the employee may elect to take vacation time in case of extended illness where sick leave has been exhausted. The Authority requires the employees to substitute accrued paid vacation or sick leave for any situations covered by the Family and Medical Leave Act.
- 2020.7** If a holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.
- 2020.8** Vacations may be scheduled at any time during the year upon written approval of the appropriate Supervisor. If the Supervisor is unavailable or the Supervisor position is vacant, the employee must obtain approval by the Executive Director.

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2020.9 This policy may be reviewed and modified by the Executive Director with the approval of the Authority's Governing Council.

2020.10 This policy will become effective and the accumulation of vacation hours by full-time employees will commence on October 1, 2017.