
Butte County Mosquito and Vector Control District

POLICY MANUAL

POLICY TITLE: Vacations
POLICY NUMBER: 7020

7020.1 Full-time permanent and probationary employees of the District shall be entitled to vacation time with pay. Part-time, seasonal, and temporary employees shall not be entitled to paid vacations. For purposes of this article “full-time employment” is defined as working a minimum of 30 hours a week.

7020.2 Vacation time shall be accrued as follows:

7020.2.1 Full-time employees:

<u>Years of Service</u>	<u>Hours Accrued Per Pay Period</u>
0-2.99	3.75
3-3.99	4.25
4-4.99	4.50
5-5.99	4.75
6-6.99	5.00
7-7.99	5.50
8-8.99	5.75
9-9.99	6.00
10-11.99	6.25
12-14.99	6.75
15-19.99	7.00
20+	7.25

7020.3 Unused vacation time may be accumulated to a maximum total of 400 hours. Once an employee accumulates 400 hours of vacation, no additional vacation time may be earned until the vacation hour balance falls below 400 hours.

7020.4 Vacation time shall be used and charged in one quarter (1/4) hour increments.

7020.5 Vacation time off may be requested by the employee subject to the approval of the appointing authority. The District Manager may direct the employee to use accumulated vacation, when the District Manager determines that such use of vacation is in the best interest of the District’s resources and programs.

7020.6 In accordance with Policies 7030, 7035, 7045, and 7055, bi-weekly vacation time shall not be earned during a period of leave of absence.

7020.7 Upon termination of employment, an employee shall be paid for unused vacation, based on the salary of the employee at the employees date of termination.