

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 06/26/2025 Weekly Agenda Date: 07/01/2025

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Melissa Thomas HR Director

WORDING FOR AGENDA ITEM:

Approval of the Revision to the Woodbury County Employee Handbook Vacation Policy

ACTION REQUIRED:

Approve Ordinance ☐

Approve Resolution ☐

Approve Motion ☒

Public Hearing ☐

Other: Informational ☐

Attachments ☒

EXECUTIVE SUMMARY:

The vacation policy revision provides 2 weeks vacation for regular full-time and regular part-time wage plan employees after a 30 day waiting period. The part-time vacation will be pro-rated.

BACKGROUND:

Previously, wage plan employees would need to wait a year before being eligible to take vacation. I have attached the previous policy and the revision. Other information includes carry over and payout procedures. Implementation of the revised vacation policy will add to our recruitment and retention efforts.

FINANCIAL IMPACT:

There will be little to no expense depending on the department.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes ☐ No ☐

RECOMMENDATION:

Approve the motion

ACTION REQUIRED / PROPOSED MOTION:

Motion to approve the revision to the Woodbury County Employee Handbook Vacation Policy

4.3 VACATION

Vacation leave is a benefit granted by the County to eligible Regular Full-time and Regular Part-time Employees who have completed one year of employment. Temporary and On-call Employees are not eligible for vacation benefits. **Employees that have not completed one year of employment earn vacation leave as provided below but may not use any vacation leave prior to their one year anniversary.**

Vacation leave is earned on the following basis:

Years of Continuous Service	Vacation Leave Hours Earned per Hour Worked ("Vacation Credits")	Maximum Full-time Annual Vacation Hours Earned
Start to one year	.01923	40
After one year	.01923	40
2 through 7 years	.03847	80
8 through 14 years	.05770	120
15 through 19 years	.07693	160
20 years and over	.09615	200

Vacation leave is not earned during any leave without pay. Vacation credits are earned from anniversary date to anniversary date. Carrying over of vacation credits is limited to an amount equal to the amount of vacation which was earned in the previous anniversary year. Any amount of vacation leave in excess of this amount on the anniversary date will be forfeited by the employee.

Normally, vacation requests should be received at least thirty (30) calendar days in advance. Vacations must be approved by the department head. Vacation time will normally be scheduled in increments of five (5) scheduled workdays. Vacation may be taken in less than five (5) day increments with advance approval of the department head. The department head may require rescheduling of vacation when it is necessary for the efficient operation of the department. The smallest increment that vacation leave can be taken is in quarter ($\frac{1}{4}$) hour increments.

Each department is responsible for scheduling employee vacations without undue disruption of department operations. Leave requests shall be submitted as early as possible by the employee, or at the direction of the supervisor. Upon resignation or termination, such employee will be paid for all vacation accrued.

Employees who are covered by a collective bargaining agreement should check their contract for provisions unique to their bargaining unit.

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First Year Vacation Leave

Upon hire, Regular Full-time Employees will begin employment with 80 hours of vacation leave and Regular Part-time Employees will begin employment with a prorated amount of vacation leave based on the anticipated part-time schedule (Example: Regular Part-time Employee hired to work 30 hours per week on average will receive $30/40 \times 80 = 60$ hours of first year vacation leave upon hire). No additional vacation leave will accrue during the first year of employment. Subject to scheduling needs, employees may begin using first year vacation leave after thirty (30) calendar days of continuous employment. First year vacation leave that is not used by the employee's first anniversary may be carried over. First year vacation leave is not paid out upon termination of employment. Employees resigned or terminated and rehired within the same year shall not receive more first year vacation leave than if the employee had remained continuously employed up to the employee's first anniversary.

Vacation Leave After One Year of Employment

Following the employee's first anniversary, vacation leave is earned on an accrual basis as follows: ~~the following basis:~~

Years of Continuous Service	Vacation Leave Hours Earned per Hour Worked ("Vacation Credits")	Maximum Full-time Annual Vacation Hours Earned
Start to one year	.01923	40
After one year	.01923	40
After one through 7 years	.03847	80
8 through 14 years	.05770	120
15 through 19 years	.07693	160
20 years and over	.09615	200

~~Vacation leave is~~ credits are not earned during any leave without pay. Vacation credits are earned from anniversary date to anniversary date. ~~Employees may carry over up to~~ Carrying over vacation credits is limited to an amount equal to the amount of vacation credits which ~~was~~ were earned in the previous anniversary year, ~~with the exception of the first anniversary.~~ Any amount of vacation leave credits in excess of this amount on the anniversary date will be forfeited by the employee.

Guidelines for Requesting and Using First Year Vacation Leave and/or Vacation Credits

Normally, vacation requests should be received at least thirty (30) calendar days in advance. Vacations must be approved by the department head. Vacation time will normally be scheduled in increments of five (5) scheduled workdays. Vacation may be taken in less than five (5) day increments with advance approval of the department head. The department head may require rescheduling of vacation when it is necessary for the efficient operation of the department. The smallest increment that vacation leave can be taken is in quarter ($\frac{1}{4}$) hour increments.

Each department is responsible for scheduling employee vacations without undue disruption of department operations. Leave requests shall be submitted as early as possible by the employee, or at the direction of the supervisor. **Except for first year vacation leave which is not paid out**, upon resignation or termination, ~~such an~~ employee will be paid for all vacation **credits** accrued.

Employees who are covered by a collective bargaining agreement should check their contract for provisions unique to their bargaining unit.