

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 104-01

Eff. 2/21/12

Rev. 5/7/13

VACATION BENEFITS

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A benefit year is defined as the 12-month period following employment in an eligible category. Vacation time accrues from the date of hire. New employees whose hire date occurs in the first half of the month (1-15th) shall earn the full accrual rate of vacation leave for the month. New employees whose hire date occurs in the last half of the month (16th-31st) shall earn half of the accrual rate of vacation leave.

Vacation pay will be calculated based on the employee's straight-time pay rate (in effect when vacation benefits are used) times the number of hours the employee would otherwise have worked on the day(s) of absence. Vacation pay does not include shift differentials, incentive pay, bonuses, or other special forms of compensation.

Eligible employees will be entitled to take vacation time off as it accrues with approval of their supervisor. Requests will be evaluated based upon various factors, including anticipated operating requirements and staffing considerations during the proposed period of absence.

Employees are strongly encouraged to take earned vacation during the benefit year it accrues. Employees are allowed to carry over a maximum of 240 hours accrued vacation to the next calendar year. Employees who exceed 240 hours on December 31 will lose the excess hours. Exceptions to this policy require department manager and Commission approval prior to December 31st.

Upon termination of employment, employees will be paid for vacation benefits that have accrued through the last day of work. Employees whose termination date occurs in the first half of the month (1-15th) shall earn half of the employee's current accrual rate of vacation leave for that month. Employees whose termination date occurs in the last half of the month (16th-31st) shall earn the full accrual rate of vacation leave for that month.

Compensation due an employee due to death shall be paid to the personal representative of the estate.

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The Eligibility Table below defines when vacation benefits become available to full-time regular employees.

Vacation Benefits Eligibility Table

Length of Service Accrual Rate	Length of Service Accrual Rate (years)	Days Per Month	Days Per Year
0 -36 months	0 – 3 years	1 (8 hours)	12
37 – 84 months	4 – 7 years	1.25 (10 hours)	15
85 – 144 months	8 – 12 years	1.5 (12 hours)	18
145– 215 months	13 – 18 years	1.75 (14 hours)	21
216 months + over	Over 18 years	2 (16 hours)	24