


East Lake Tarpon Special Fire Control District

	SOP 112 Vacation	
	Implementation Date: 11/2000	Revision Date(s): 05/16/2016
		Reviewed Date(s):
	Forms or Attachments: None	

Administrative – Non-Bargaining Employees

- A. Every regular employee who is compensated on a salaried or hourly rated basis shall be entitled to an annual vacation leave with pay at their regular salary or hourly rate in accordance with the provisions hereinafter set forth
- B. Vacation year shall be measured from October 1st to September 30th of each year, and except as hereinafter provided, the vacation shall be deemed to have been earned in the previous year.

Accrual: Employees hired after October 1, 2016 shall accrue vacation as follows:

Non-bargaining employees on a 40 hour work week:

1-3 Years	120 hours/year	4.615 hours/pay period
4-7 Years	136 hours/year	5.231 hours/pay period
8-11 Years	160 hours/year	6.154 hours/pay period
12-15 Years	200 hours/year	7.692 hours/pay period
16+ Years	240 hours/year	9.231 hours/pay period

Non-bargaining employees on a 56 hour work week:

1-3 Years	168 hours/year	6.462 hours/pay period
4-7 Years	192 hours/year	7.385 hours/pay period
8-11 Years	216 hours/year	8.308 hours/pay period
12-15 Years	240 hours/year	9.231 hours/pay period
16+ Years	264 hours/year	10.154 hours/pay period

Employees shall accrue vacation time from their date of employment.

- A. All employees shall accrue vacation time bi-weekly at a rate applicable to the number of years employed as described.
- B. Employees shall not be eligible to use vacation time during their first year of employment except with the express permission of the Fire Chief or his designee.
- C. New Employees shall accrue vacation and have it credited to them for their use after their First anniversary. The amount accrued and eligible for use shall be based on the length of employment prior to October 1st of the year of hire.
- D. New employees will accrue vacation for the month of hire if their hire date is on or before the 15th of the month. Employees hired after the 15th of the month will accrue no vacation for that month.

Increments: Vacation time may be utilized in any increment of one half (1/2) hour or more with the written permission of the Fire Chief or designee.

Scheduling Vacations: During the period of August 1 to September 15, vacations will be selected by the employees of each shift on the basis of seniority order. The initial selection may be one shift or consecutive shifts. After the first round of the vacation selection has been finished, the list will again be circulated by seniority order for the scheduling of additional days. This process shall be repeated until all selections have been made or passed. All vacation days will be selected during the selection process; however, if an employee exercises their option to pass on scheduling these days, they must request permission from the Fire Chief, or designee, whose permission shall not be arbitrarily withheld.

Sick or Death in Family While on Vacation: Employees becoming sick or having a death in the family (as defined in SOP 116) while on vacation may use sick leave or Death in Family leave for

the period of illness or death providing the employee calls the Department to notify such change of time. This period of time shall be employee's vacation. Verification of sick or Death in Family leave will be completed as addressed in SOP 116 & 114 respectively.

Separation from Service: Any employee who is separated from service shall be compensated by check for all unused vacation time accumulated at the regular rate of pay at the time of separation. Provided, however, that in the event an employee voluntarily leaves service, they shall not receive unused vacation pay if they give less than fourteen (14) calendar days notice of their intention to terminate.

Vacation Carry Over: Every regular employee is allowed to carry over unused vacation as follows:

- A. Each employee shall take a minimum of 120 hours annual leave per year after the first year of hire.
- B. All hours in excess of 240 hours shall be deducted from that individual's annual leave account at the end of the fiscal year. The Fire Chief may allow an employee to exceed 240 hours on an individual basis but such extension shall be for a defined period of time not to exceed six (6) months.