

**MONTGOMERY COUNTY, TEXAS  
EMPLOYEE POLICY MANUAL  
4. BENEFITS AND LEAVE**

**4.5 VACATION**

**ELIGIBILITY** 4.5-1 All regular full-time employees of Montgomery County are eligible for paid vacation leave; part-time (less than 30 hours per week) and temporary employees are not eligible.

**ACCRUAL** 4.5-2 Eligible employees shall accrue vacation leave in accordance with the following schedule:

<u>Months of Service</u>	<u>Pay Period Accrual Rate</u>
0 – 59	3.08 hours (10 days/year)
60 – 119	4.62 hours (15days/year)
120 – 239	6.155 hours (20 days/year)
240+	7.695 hours (25 days/year)

Employees working 30 but less than 40 hours per week will accrue leave in direct proportion to the ratio of their regular hours of work per week to 40.

Example:  $32 \div 40$  per week = .8  
 $.8 \times 3.08 = 2.46$  hours per pay period

4.5.3 Employees must be on a paid status for at least half a pay period (normally 40 hours) in order to accrue vacation leave for that pay period.

**WAITING PERIOD** 4.5-4 An employee is required to work for a minimum of three months in a position eligible to accrue vacation before he/she may be paid for vacation.

**MINIMUM USAGE** 4.5-5 The minimum amount of vacation that may be used at any one time is at the discretion of the department head.

**REQUESTS AND APPROVAL** 4.5-6 An employee shall submit his/her request for vacation to the person designated by the elected official or department head.

4.5-7 Supervisors should schedule the vacation of their employees after considering seniority, the operating needs of the department, and employee requests.

**TRANSFERS** 4.5-8 Vacation balances will be honored in cases of employees transferring from one department to another. In these cases every effort should be made by the new department to honor previously scheduled vacation unless doing so unduly disrupts the operations of the department.

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- HOLIDAYS** 4.5-9 Holidays falling during an employee's vacation should be charged to payroll code 023 (holiday) instead of the employee's vacation balance (payroll code 019).
- ILLNESS** 4.5-10 If an employee becomes ill while taking vacation leave, the period of illness may be charged against the employee's sick leave balance and not vacation, if:
- A. The employee promptly notifies his/her supervisor of the illness;
  - B. The employee provides the supervisor with acceptable proof of the illness; and
  - C. The supervisor gives permission to change the period of illness to sick leave.
- ADVANCES** 4.5-11 Employees are not allowed to charge time to accrued vacation hours until they are earned.
- BRIDGING TIME** 4.5-12 A person who was previously employed by Montgomery County for one year or more in a full-time position (30 hours per week or more) who is rehired after a break in service not exceeding five years is eligible to have his/her time bridged relative to his vacation leave accrual rate.
- 4.5-13 Only periods of full-time service of one year or longer may be considered when bridging time.
- PAPERWORK** 4.5-14 After the employee has been back at work in a full-time position for one year, the department head should submit to the Human Resources Department a completed Payroll Change Request Form requesting that time be bridged.
- EFFECTIVE DATE** 4.5-15 The new rate of vacation leave accrual, if any, will not be effective until approved by Commissioners Court.
- RECORD KEEPING** 4.5-16 All hours taken as vacation must be stated on the employee's time sheet and entered into the payroll/personnel software. These will become the official record; any changes to an employee's vacation leave balance other than through normal accrual must be approved by the department head or his/her designee.
- CARRY OVER** 4.5-17 All employees need time away from the office and are encouraged to schedule vacation. In no case will employees be allowed to carry over more than 25 days (200 hours) of vacation to the next calendar year or receive pay in lieu of taking time off for vacation unless requested by the department head and approved by Commissioners Court.

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- FAMILY LEAVE** 4.5-18 Employees needing time off under the Family and Medical Leave Act may use accrued vacation for that purpose using payroll code 054.
- VACATION PAY AT TERMINATION** 4.5-19 Individuals employed less than three months will not receive pay for accrued vacation at the time of termination of employment
- 4.5-20 Individuals who are in positions accruing vacation who have been employed for three months or more shall be paid at their regular rate of pay for all unused vacation at the time of termination of employment.
- STATUS CHANGE** 4.5-21 Employees elected to office or changing from full time to part-time status will be paid for accrued vacation at the rate being earned on the day prior to the effective date of the change.