

WESTMORELAND COUNTY

POLICY AND PROCEDURES

Subject: VACATIONS

Policy Number: II.7

Effective Date: 8/16/2018

I. POLICY

It is the policy of the County to grant vacations to all regular full-time employees who have successfully completed their probationary period and are in compensable status. Non-Union employees must be in compensable status for 75% or more of the pay period. Union employees should refer to their collective bargaining agreement for compensable status requirements. The County reserves the right to approve the vacation schedules in accordance with the operational needs of each department. Thus, all vacation schedules must be in writing and approved by the Department Head/Elected Official using the Vacation Request form. Department Heads and Supervisors are responsible for ensuring that employees have accrued time prior to approving requests for vacations.

Non-Union regular full-time employees shall receive vacation at their regular rate of pay based on the amount earned the preceding year as follows. The employee's last date of hire shall be used to calculate the completed and accumulated service for vacation eligibility as follows:

An employee having less than one (1) year of service is not entitled to any vacation.

An employee having at least one (1) year of service is entitled to hours equal to ten (10) days paid vacation.

An employee having at least three (3) years of service is entitled to hours equal to fifteen (15) days paid vacation.

An employee having at least ten (10) years of service is entitled to hours equal to twenty (20) days paid vacation.

Thereafter, an employee will earn one (1) additional day for each additional year to a maximum of twenty-five (25) days.

Part-time employees are not entitled to vacation days unless specified in a labor contract. Temporary employees do not accrue vacation time.

This Policy shall not apply to attorneys employed by the Westmoreland County Solicitor's Office. Vacation time shall be granted to attorneys employed by the Westmoreland County Solicitor's Office at the discretion of the Chief County Solicitor.

II. PROCEDURE

Accumulation

Employees are encouraged to use vacation time within 12 months after it is earned. Employees will automatically be granted a three (3) month extension of accrued vacation leave beyond their anniversary date to use their annual vacation.

Under extenuating or emergency circumstances, the department head or elected official may grant a two-month extension. The two month extension must in put in writing and copied to Human Resources and Payroll.

Thereafter, the unused vacation time will be removed from the accrued balance.

Vacation Schedule

Employees may take vacation at such time during the year as determined by their supervisor to be consistent with the provisions of full service and in the best interest of the County and the Public. Vacation time must be kept on record by the Department Head.

In the event of a vacation conflict with another employee, the most senior employee shall have preference. Once vacations are scheduled and approved, they may not be changed unless the supervisor agrees to such a change.

If a legal Holiday falls during a scheduled vacation, it will not be considered as a vacation day used, but as a Holiday.

III. PAYMENT UPON VOLUNTARY SEPARATION OR TERMINATION BY COUNTY

The County shall pay out the total amount of all credited and unused vacation days upon the employee's separation or death to the appropriate party. Payment for vacation days will be determined by the amount of vacation days earned multiplied by the employee's hourly wage rate at the last date of employment.

The provision(s) described in any labor contract(s) supersede any provision in this policy that conflicts or is inconsistent with any such contract provision(s).