



FOREST LAKES FIRE DISTRICT VACATION ACCRUAL AND USE POLICY NUMBER 0016



Purpose

To establish a policy on the District's employees vacation pay is awarded to, how much vacation is awarded and how it is to be used.

Definitions

FLFD full time exempt employees are limited to the Fire Chief and the Executive Administrative Assistant.

Policy

Only FLFD full time exempt employees are eligible to accrue and use vacation time. Each full time exempt employee shall be awarded 3 weeks, i.e.; 120 hours of vacation time, which they may use throughout the year. This amount will be accrued at a rate of 4.62 hours per bi-weekly pay period. The maximum accrual that either employee can have is 240 hours. Upon reaching that amount, further accruals will be suspended by the payroll service until vacation is taken and the employee's total accrual falls below 240 hours.

During that calendar year, if either of these employees terminates their service to the Fire District, they will be paid for any unused vacation hours they still have available up to 240 hours.

When requesting vacation time off, the Chief shall post his requested vacation time using the District's Microsoft Outlook calendar. If the vacation time will be greater than 48 hours, the Chief will notify the Board Chairman as to who will function as the acting Chief during his absence. The same approach will apply to the Executive Administrative Assistant except that his/her notification will go to the Chief.

When submitting hours worked to the District's payroll service, vacation time is to be noted and tracked on the recipient's paychecks.

Approved by the Forest Lakes Fire District Board on: Dec. 13, 2014.



John Nelson, Clerk