

BENCO Personnel Manual

VACATION

Upon the employee's anniversary date of hire, if the employee currently works at least 20-29 hours per week the employee will receive 20 hours of vacation time, if the employee currently works at least 30-37 hours per week the employee will receive 30 hours of vacation time, if the employee currently works at least 38-40 hours per week the employee will receive 40 hours of vacation time. The employee will receive their monthly accrual on their anniversary date of hire thereafter.

When an employee drops below 20 regularly scheduled hours permanently, they will no longer accrue vacation hours. If that same employee begins working at least 20 regularly scheduled hours again, the employee will begin accruing vacation hours. Vacation hours will be awarded based on the employee's day of the month in which they were hired.

Unused vacation up to 192 hours will be paid in the final paycheck at the employee's regular rate of pay. Vacation hours will not be awarded for an absence extending 30 consecutive days or more unless the Executive Director as approved otherwise, or the employee is eligible for FMLA or OFLA or Military leave.

Employees requesting vacation must request the time off at least two weeks in advance and fill out an Employee Leave Request form. The vacation must be approved by the employee's supervisor and the Residential Director. If the requested vacation is submitted with less than two weeks' notice, it is the discretion of the employee's supervisor and Residential Director as to whether or not the request is approved. Vacations are granted on a first come, first serve basis. When an employee gives at least two weeks' notice and the vacation is approved, the supervisor will find coverage for the vacation without overtime (any help by the requesting employee would be appreciated). In the event a substitute cannot be found from the approved list, the supervisor and/or Residential Director will have final discretion in granting the vacation.

All employees who fail to return from an authorized vacation for their scheduled shift without calling to obtain an extension will receive an unexcused absence. (Unexcused absences could result in termination of employment.)

If you work during a week you are scheduled for vacation time, then overtime will be paid for hours totaling over 40 if the vacation procedure was properly followed and the overtime was approved.

The following schedule will be used to compute vacation hours:

Hours	Years of Employment	Hours/Month	Hours/Year	Maximum=240
Exempt	1-4yr	8	96	
(38-40)	1-4yr	8	96	
Exempt	5yr	10	120	
(38-40)	5yr	10	120	
Exempt	10yr	12	144	
(38-40)	10yr	12	144	
Exempt	15yr	14	168	
(38-40)	15yr	14	168	
Exempt	20yr	16	192	
(38-40)	20yr	16	192	
(30-37)	1-4yr	6	72	
(30-37)	5yr	8.5	90	
(30-37)	10yr	9.5	102	
(30-37)	15yr	11.5	138	
(30-37)	20yr	13.5	162	
(20-29)	1-4yr	4	48	
(20-29)	5yr	5	60	
(20-29)	10yr	6	72	
(20-29)	15yr	7	84	
(20-29)	20yr	8	96	

Vacation time cash out:

Any earned vacation hours over 80 can be converted to pay up to 192 hours. To convert the vacation hours, fill out a vacation cash out form and turn it in to the Financial Director. All vacation cash out forms must be turned into the Finance Director on timesheet day and be approved by the Executive Director in order to receive your vacation cash out on that following payday.

Employees are able to convert sick hours into vacation hours two times per year if the employee has over 80 hours of sick time available (see sick leave policy).

Employees must have less than 240 hours of vacation time in order to convert their sick hours into vacation time.

Approved By: Julie Hansen
 Julie Hansen, Benco Board President

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