

BENCO Personnel Manual

PAID VACATION TIME

Upon hire, an employee will begin to earn and accrue paid vacation time at the rate of 1 hour of paid vacation time for every 30 hours the employee works up to 40 hours per year. The employee is eligible to use paid vacation time as it is accrued and following Benco's leave request policy. Upon the employee's anniversary date of hire, if an employee works at least 20 regularly scheduled hours per week, the employee will begin accruing paid vacation time hours using the Vacation Accrual Schedule. Vacation time will be awarded based on the employee's day of the month in which they were hired. If the employee works less than 20 regularly scheduled hours per week, the employee will continue to earn 1 hour of paid vacation time for every 30 hours worked up to 40 hours per year.

A regularly scheduled employee earning paid vacation time that drops below 20 regularly scheduled hours permanently for any length of time will accrue paid vacation time at 1 hour for every 30 hours worked up to 40 hours per year. If that same employee begins working at least 20 regularly scheduled hours again, the employee will begin accruing vacation time hours based on the Vacation Accrual Schedule. Vacation time 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 has approved otherwise, or the employee is eligible for OFLA/FMLA 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 turned in 2 weeks in advance, the supervisor will help find coverage; any help by the requesting employee would be appreciated. If the requested vacation is submitted with less than two weeks' notice, it is the requesting employee's responsibility to find their own coverage and indicate the coverage plan to their supervisor upon submission of the Employee Leave Request form. Coverage that is found without overtime will be approved. If the coverage that is found will result in another employee working overtime, that request must be evaluated prior to approving the leave request. Vacations are granted on a first come, first serve basis and if an appropriate substitute cannot be found the supervisor and/or Residential Director will have final discretion in granting the vacation. Any vacation request over a 14-day length of time must have the approval of the supervisor, Residential Director, and Executive Director.

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 **Vacation Accrual Schedule** will be used to compute vacation hours:

| Hours | Years of Employment | Hours/Month | Hours/Year | Maximum=240 |
|---------|---------------------|-------------|------------|-------------|
| (38-40) | 1-4yr | 8 | 96 | |
| (38-40) | 5yr | 10 | 120 | |
| (38-40) | 10yr | 12 | 144 | |
| (38-40) | 15yr | 14 | 168 | |
| (38-40) | 20yr | 16 | 192 | |

Exempt employees will earn the same vacation accrual schedule as employees working 38-40 hours per week.

| | | | |
|---------|-------|------|-----|
| (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
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