

VACATION TIME BENEFITS

Purpose:

Due to the stressful nature of the Fire/EMS service, vacation time is provided for eligible full-time employees.

Scope:

This policy applies to all full-time employees.

Policy:

The district will provide vacation time as per the chart listed below to eligible full-time employees.

| Years of Service:         | Regular Pay Hours of Vacation:           |
|---------------------------|--|
| 1 Year or less of Service | Up to 48 Hours (depending on start date) |
| 2-4 Years of Service      | 120 Hours                                |
| 5-9 Years of Service      | 144 Hours                                |
| 10-14 Years of Service    | 168 Hours                                |
| 15-19 Years of Service    | 192 Hours                                |
| 20+ Years of Service      | 216 Hours                                |

Guidelines:

- A. All vacations will be based on the calendar year concept. Any employee who wishes to take a vacation must notify their supervisor by filling out the Career Employee Vacation Request Form at least two weeks in advance prior to taking vacation time earned. In the event two employees wish to take vacation on the same shift, the vacation time will be awarded to the employee with the highest level of seniority upon initial vacation request which shall be posted at the beginning of each year.
- B. The vacation request shall be posted for 30 days in December of each year. After the 30 day period and all employees have had the opportunity to review the vacation request form, all vacations shall be awarded and final. No employee will be permitted to “bump” another employee with less seniority out of their vacation after the 30 day period.
- C. For the purpose of awarding vacation time, “Years of Service” will be considered as follows:
  - 1. An employee entering into a certain year of service shall receive the vacation time benefit listed for that year of service time. (Example: A person who is beginning at the start of or will begin their 5<sup>th</sup> year of service during a calendar year will receive

\_\_\_\_\_  
Chief’s Signature

\_\_\_\_\_  
Board Chairman Signature

the benefits for 5 Years of Service.) The only exception is as stated in Point D below concerning new employees.

- D. New employees are eligible for vacation time totaling up to 48 hours during their first year of employment. Total vacation time awarded is based on the employee's start date. Vacation time for new employees is awarded in the following manner:
  - 1. An employee having a start date of January 1<sup>st</sup> - June 30<sup>th</sup> of a calendar year will receive 48 hours of vacation time. Upon the beginning of the next calendar year, this employee will receive the vacation benefits awarded for 2 years of service.
  - 2. An employee having a start date of July 1<sup>st</sup> – September 30<sup>th</sup> of a calendar year will receive 24 hours of vacation time. Upon the beginning of the next calendar year, this employee will receive the vacation benefits awarded for 2 years of service.
  - 3. An employee starting between October 1<sup>st</sup> and December 31<sup>st</sup> will not receive any vacation time for that calendar year. Beginning with the next calendar year, the employee will receive vacation benefits awarded for one year of service. Years of service will be calculated from this point forward based upon year of hire to new calendar year.
- E. In the event an employee has used vacation time prior to being employed for one full year and the employee resigns, the amount of paid vacation time shall be withheld from the employee's final check.
- F. Due to the stressful nature of the Fire/EMS service, it is recommended that each employee take their vacation due them in the same calendar year earned. Any vacation time earned and not used in the same calendar year will be lost. No vacation time will be carried over to the next year.
- G. Absence on account of sickness, injury or disability in excess of that authorized for such purposes may, at the request of the employee and within the discretion of the Chief and/or Assistant Chief, be charged against unused vacation time.
- H. The vacation time benefit will be paid at an equivalent rate of the employee's regularly scheduled rate for the day(s) taken. For example, if an employee is regularly scheduled for 48 hours of work in a single workweek and the employee takes 48 hours of vacation benefit time, the pay for that week would reflect 48 hours of vacation pay for that single workweek which would equal the amount of pay normally received for that week's scheduled work.

Vacation time benefit payments will not be included in the total remuneration of the employee in accordance with the Fair Labor Standards Act of the United States Department of Labor, Wage and Hour Division, 29 CFR 778.216 Section 7(e)(2) which specifies "the term 'regular rate' shall not be deemed to include payments made for occasional periods when no work is performed due to vacation, holiday, illness, failure of employer to provide sufficient work..."

---

Chief's Signature

---

Board Chairman Signature

Such payments are also addressed in the Commonwealth of Kentucky by 803 KAR 1:060 administering Kentucky Revised Statutes (KRS) 337.285 and KRS 337.295 which states in Section 8, payments excluded from computing the hourly rate: paragraph (2) “Payments made for occasional periods when no work is performed due to vacation, holiday, illness, failure of the employer to provide sufficient work, ...”

---

Chief’s Signature

---

Board Chairman Signature