ORDINANCE NO. 2012-3

VERMILLION COUNTY BOARD OF COMMISSIONERS

AN ORDINANCE AMENDING THE COUNTY OF VERMILLION, INDIANA PERSONNEL POLICIES HANDBOOK

WHEREAS the County of Vermillion, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Vermillion County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS the County of Vermillion, Indiana provides Vermillion County employees with information about established terms and conditions of employment and employee benefits, and

WHEREAS the County Board of Commissioners adopted the County Personnel policies on 4/19/11, and

WHEREAS it is necessary to amend personnel policies from time-to time.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF VERMILLION, INDIANA BOARD OF COMMISSIONERS THAT:

The County of Vermillion, Indiana Vacation Policy listed below is hereby adopted and shall be in full force and effect on and after adoption; and shall replace and supersede existing oral or written vacation policies and procedures.

VACATION POLICY

The purpose of paid annual vacation time is to allow and encourage eligible employees to renew their physical and mental capabilities and provide opportunities for rest, relaxation, and personal pursuits.

Regular, full-time employees are eligible to earn vacation days with pay. Regular, part-time employees earn vacation leave in direct proportion to the hours paid (exclusive of overtime hours). An employee shall not earn vacation time as hereinafter set out until the employee has been employed by the County for a minimum of one (1) year. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

Schedule for Earned Vacation:

Years of Eligible Service	Courthouse Vacation Time	Sheriff and Highway Vacation Time
After 1 continuous year	35 hours	40 hours
After 2 years and up to 10 years	70 hours	80 hours
After 10 years	105 hours	120 hours

The length of eligible service is calculated on the basis of an uninterrupted full-time employment service "benefit year." This is the 12-month uninterrupted employment service period that begins when the employee starts to earn vacation based on date of hire. For example, an employee hired on November 1 will be eligible for one week vacation on November 1 of the following year and on January 1 for each subsequent year.

When an employee becomes eligible for an additional week of vacation (as per vacation earning schedule in the Personnel Policy Handbook) the employee does not receive the additional week until he/she reaches his/her anniversary hire date. However, any employee who was or is hired in the month of December will qualify for the additional week on December 1st, instead of his/her actual anniversary hire date.

Once employees are hired in a full-time position they begin to earn paid vacation time according to the schedule. Employees may request use of vacation time after it is earned.

Vacation requests must be submitted to the elected official/department head no less than two (2) weeks in advance of the days requested. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Paid vacation time can be used in minimum increments of one-half (1/2) day.

Vacation time off is paid at the employee's base pay rate at the time of vacation.

Employees may not carry unused vacation time forward to the next benefit year.

Upon termination of employment, employees are entitled to payment for the unused balance of their earned vacation time.

No vacation time shall be granted to an employee while on probation status. Vacation leave is not earned while any employee is in a non-paid leave status for disciplinary suspensions.

An employee's termination date may not be extended to earn additional vacation time. The employee's termination date shall always be the last day worked.

EFFECTIVE DATE

This Ordinance shall be in full force and effect after its adoption by the Board of County Commissioners.

ADOPTED this 14 day of May 2012.

BOARD OF COMMISSIONERS
VERMILLION COUNTY, INDIANA

Mike Craig

Harry Crossley

Tim Wilson

ATTEST:

Phyllis Orman, Auditor