



LARAMIE COUNTY GOVERNMENT

TITLE Vacation Leave	APPROVAL DATE 5/5/1988
SECTION Time Off/Leaves of Absence	REVISION DATE 12/20/2016

Vacation Leave shall be accumulated and earned by regular status employees, according to the number of hours worked by full time employees in increments of 50%, 75%, and 100%, and years of continuous service.

Accrual Base Rates: (Counted from most recent date of regular status employment)

- 0 through 48 months (4 years) – 8 hours per month
- 49 through 108 months (9 years) - 10 hours month
- 109 through 168 months (14 years) - 12 hours month
- 169 through 228 months (19 years) - 14 hours month
- 229 months or more - 16 hours month

Monthly Accrual Rates: (Based on regularly scheduled work hours)

- Full-Time - 100% of base rate per month
- 75% of Full-Time- 75% of base rate per month
- 50% of Full-Time- 50% of base rate per month
- Less than Full-time - 0 hours per month

Authorized Use

Elected Officials, Department Directors and Managers shall consider the needs of the employee and the staffing requirements of the department in approving vacation leave. Vacation leave should be prior approved, and requested according to the individual department policy. Vacation leave is not to be used for sick leave purposes unless sick leave is not available.

Notice and Documentation

Employees requesting vacation leave shall notify the immediate supervisor and submit a leave request according to the individual department policy.

Availability

Vacation Leave shall become available upon accrual at the end of each month, and may not be used before accrual.

Compensation

While on vacation leave, pay shall be calculated based on the employee's current pay rate.

Maximum Accrual

Regular Status 100% FTE employees may carry forward a balance of vacation hours not to exceed 240 hours, at the end of each calendar year; 75% FTE carryover is 180 hours, and 50% FTE carryover is 120 hours. All accrued hours over these respective maximums, at the end of the calendar year, shall be deleted, and the total number of carryover hours reduced to 240, 180, or 120 hours.



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Vacation Conversion

Depending upon the financial capabilities of the County and approval from the Board of County Commissioners, Regular Status employees with 200 or more hours of accrued vacation after the last paycheck in October may convert up to 40 vacation hours to compensation at the employee's current rate of pay. The remaining accrual balance after conversion may be more or less than 200 hours. A 75% Regular Status employee with 150 or more hours of accrued vacation hours, may convert up to 30 hours; the remaining accrual balance may be less than 150 hours. A 50% Regular Status employee with 100 or more hours of accrued vacation hours may convert up to 20 hours; the remaining accrual balance may be less than 100 hours. Vacation conversion may not include sick leave conversion hours from the same year. Vacation conversions are processed only once each calendar at the last pay period in November.

Payment in Lieu of Vacation

If a regular status employee has been denied vacation requests throughout a calendar year, the employee is eligible to receive payment at his/her regular rate of pay for a maximum of two weeks. These two weeks shall be prorated for 75% FTE and 50% FTE employees.