



# Newtown Township Policy

## Title: VACATION ACCRUAL AND USE

<b>Policy:</b> 2016-02	<b>Replaces:</b> NEW	<b>Issue Date:</b> 01/25/2016
<b>Section:</b> ADMINISTRATIVE	<b>Distribution:</b> BOS, PUBLIC, STAFF	<b>Effective Date:</b> 1/01/2015
<b>Chapter:</b> HUMAN RESOURCES	<b>Issued By:</b> Board of Supervisor	<b>Review Date:</b> 1/2017

### Purpose:

This policy states the Townships intent to compensate eligible employees for regularly scheduled vacation and to establish procedures for scheduling and regulating vacation time for all non-uniformed full-time employees of Newtown Township.

### Definitions:

Probationary Period – All new full-time employees must complete a ninety day probationary period starting on their first day of work and continuing for ninety calendar days.

Full-time – An employee is full-time if he/she are regularly scheduled to work more than 32 hours in the defined payroll week.

### Policy:

Newtown Board of Supervisors believe that all full-time employees are entitled to annual vacation time off once they have completed the eligibility requirements of working for the Township for six months and successfully completing the probationary period. The Township grants paid vacation to employees to afford them an opportunity for rest and relaxation.

### Procedures:

Vacation days are earned base on the employee's continuous service the Township in a full-time capacity.

All full-time employees are entitled to vacation according to the following schedule:

Time of Service	Vacation Accrual
Employee Start Date through end of 5 <sup>th</sup> year (60 months)	3.0770 hours per pay period (80 hours per year)
Beginning of 6 <sup>th</sup> year (61 months) through end of 9 <sup>th</sup> year (108 months)	4.6154 hours per pay period (120 hours per year)
Beginning of 10 <sup>th</sup> year (109 months) through end of 15 <sup>th</sup> year (180 months)	6.1539 hours per pay period (160 hours per year)
Beginning of 16 <sup>th</sup> year (181 months) and thereafter	7.6924 hours per pay period (200 hours per year)

Vacation time will be credited each pay day as describe in above, for each pay period for time actually worked during the preceding pay period

Employees may start using vacation once they have completed six months of consecutive full-time employment with the Township. If an employee is terminated or resigns prior to completing six months the employee is not eligible to be compensated for vacation hours.

If an employee terminates employment with the township after six months of employment vacation time that has been credited but not taken will be paid out to the employee at their current rate. At no point will the employee be compensated for vacation time beyond the number of hours he or she is eligible to accrue in one year.

Employee may carry no more than 20 hours beyond what she/he is eligible to accrue in last year of employment.

Vacation request and schedules must be submitted to your immediate supervisor and approval granted before vacation is taken by the employee. Vacation should be requested thirty (30) days in advance. Vacations longer than 40 hours should be requested at least sixty (60) days in advance. Vacation leave shall only be taken upon approval of the Immediate Supervisor and the Department Head or Township Manager to assure proper operations of the Township.

Vacations must be requested on the Newtown Township Time-Off Request Form, which can be obtained from your supervisor or the Human Resources Administrator. Vacation should be requested in hours.

Where a conflict arises between employees regarding requests for vacation time, the employee with the longest record of continue service will be given priority in choosing dates and duration of vacation for his or her first vacation of the year. Once each individual in the department has had chance to schedule the dates and duration of her/his vacation of the year. Cycle repeat until vacations are scheduled.

Public Works Department Employees shall not schedule vacation during snow removal and leaf pick-up seasons unless approved by the Public Works Director and the Township Manager.

Vacation should be used in no less than 4 hour blocks

**Responsibilities:**

Employees – Request vacation in a timely manner and to complete required forms to get approvals and be turned in to payroll.

Public Works Director – When reviewing time off during Snow and Leaf season make sure adequate staffing is always available.

Human Resources Administrator – Make sure all time off request have adequate hours for taking time off.