



FRESNO COUNTY FIRE

PROTECTION DISTRICT

Administration

POLICY & PROCEDURE HANDBOOK

POLICY NO.: 1520

SUBJECT: Vacations

EFFECTIVE DATE: 01/01/2014

RESPONSIBILITY: Fresno County Fire Protection District
Schedule C Employee

POLICY:

- A) This policy shall apply to regular and probationary employees in all classifications.
- B) All regular full-time regular employees will accrue 7 hours of Vacation Leave per month, to be accrued at the end of each bi-weekly pay period at 3.23 hours per work period
- C) Employees who have completed six months in regular status may take their vacation time all at once, or gradually, with the prior written approval of their supervisor. No vacation may be taken until the employee has completed at least six months in regular employee status unless approved by your immediate supervisor in writing.
- D) The maximum number of accrued vacation hours an employee can have is 126. Once an employee has reached this maximum amount of vacation hours, the employee does not continue to accrue vacation hours. It is the responsibility of the employee to take vacation time each year and to monitor vacation levels to avoid reaching this maximum.
- E) At termination of employment for any reason, the District shall compensate the employee for his/her accumulated vacation time at his/her straight time rate of pay at the time of termination.
- F) The District will require an employee to take vacation time during all absences that are otherwise unpaid. This will not be applicable during (1) pregnancy disability leave; and (2) if you are subject to FMLA (Family Medical Leave Act) during periods the employee is receiving income replacement benefits such as disability benefits.
- G) If a paid holiday falls on a workday during an employee's vacation period, that day shall be considered as a paid holiday and not vacation time.

- H) Vacations may be scheduled at any time during the year upon written approval of your immediate supervisor.
- I) Vacations are provided by the District to employees as a period of exemption from work with pay for the purpose of rest, relaxation and recreation. This respite is a benefit and is intended as an aid in maintaining the long-term and consistent productivity and contentment of the employee. Employees are therefore strongly encouraged to take all of their accrued vacation each year.

POLICY RESPONSIBILITY:

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains.