

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: Employee INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 01/94	SECTION: Human Resources	
BOARD APPROVED ON: 06/80, 09/12/18, 06/21/23	DATE REVISED: 04/18/18, 6/24/18, 08/13/19, 6/21/2023	SUBJECT: Vacation	
ANNUAL REVIEW BY EXEC/UTIVE DIRECTOR: 06/24/18, 05/15/19, 08/13/19, 05/20/2020, 06/21/2023		POLICY #: ED-044	PAGE #: 1 of 3

I. APPLICATION

The provisions stated herein shall apply to all employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to provide each full-time employee with vacation time.

- 1) Full-time employees will begin to earn vacation time upon hire or promotion to full-time status; however, vacation time may not be used until the employee has completed ninety (90) days continuous full-time service.
- 2) Full-time employees will accrue paid vacation time monthly depending on years of service.
 - a) Upon hire or promotion to full-time status to two (2) years of service: The employee shall be eligible for eighty (80) hours of vacation accrued monthly at the rate of 6.67 hours.
 - b) Three (3) to four (4) years of full-time service: The employee shall be entitled to an annual total of one hundred twenty (120) hours per year accrued monthly at the rate of 10 hours.
 - c) Five (5) to fourteen (14) years of full-time service: The employee shall be entitled to one hundred thirty-six (136) hours per year accrued monthly at the rate of 11.34 hours.
 - d) Fifteen (15) or more years of full-time service: The employee shall be entitled to one hundred sixty (160) hours per year accrued monthly at the rate of 13.34 hours.
- 3) Vacation pay shall accrue from full-time employment date; if necessary, vacation pay will be pro-rated for portion of broken pay period.
- 4) Vacation days may accumulate to a total of one hundred eighty-four (184) hours. Vacation time not taken and exceeding one hundred eighty-four hours will be lost to the employee.

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- 5) Requests for vacation leave must be submitted at least ten (10) working days in advance of time requested.
- 6) The number of employees permitted to be on vacation at any one time will be determined by management in accordance with the needs of the home.
- 7) If employment is terminated, voluntarily or involuntarily, or full-time status changes to part-time status, prior to the completion of (90) days continuous full-time service, any earned vacation time accrued from the date of hire or promotion to full-time through the date of separation will be forfeited. If status changes from full-time to part-time and the (90) days of continuous full-time service was met, the earned, unused vacation time will be paid out to the employee. Vacation is paid out at the most recent full-time rate. Part-time employees cannot earn or use vacation time.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Employee

1. Submits request for vacation time on leave requisition form.
2. If eligible, submits request to Supervisor for vacation buy back program no later than June 1 of each calendar year.

Program Supervisor

2. Acts on request and saves leave requisition for a period of one year.
3. When approved, enters vacation time on payroll cover sheet and submits payroll cover sheet to accounts clerk.

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4. Reviews request from employee for vacation buy back program and approves/denies.

5. Forwards request from employee for vacation buy back program to Division Director within 7 days of receipt.

Division Director

6. Reviews request for employee for vacation buy back program within 7 days.

7. Forwards request for vacation buy back program to human resource manager and if approved to account clerk

Accounts Clerk

8. Records vacation taken and accrued.

9. Reviews approved request for vacation buy back program for appropriate balances

10. Processes request for vacation buy back program with the first payroll processed in July

Human Resource
Manager/Designee

11. Places request for vacation buy back program in employee's personnel file.

IV. EXHIBITS

- A) Leave Requisition
- B) Vacation Buy Back Program Request