

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, 12/12/2024, 4/1/2025	SUBJECT: Vacation
ANNUAL REVIEW BY EXEC/UTIVE DIRECTOR: 06/24/18, 05/15/19, 08/13/19, 05/20/2020, 06/21/2023, 12/12/2024		POLICY #: ED-044
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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 the later of hire or date of attaining full-time status through two (2) years of service: the employee shall be eligible for up to eighty (80) hours of vacation accrued annually at the rate of 6.67 hours per month.
 - b) Three (3) through Four (4) years of full-time services: The employee shall be eligible for up to one hundred twenty (120) hours per year accrued annually at the rate of 10 hours per month.
 - c) Five (5) to fourteen (14) years of full-time service: The employee shall be eligible for up to one hundred thirty-six (136) hours per year accrued annually at the rate of 11.34 hours per month.
 - d) Fifteen (15) or more years of full-time service: The employee shall be eligible for up to one hundred sixty (160) hours per year accrued annually at the rate of 13.34 hours per month.
- 3) Vacation hours shall accrue from the date on which the employee commences full-time employment, if necessary, vacation hours will not accrue during periods when the employee is on vacation, has taken an

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approved leave, or is otherwise not working a full-time schedule. The accrual of vacation hours shall be pro-rated as appropriate to reflect those periods.

- 4) Pay for vacation hours shall be at the employee's regular base wage. Vacation hours shall not count towards the employee's actual working hours for the purpose of calculating overtime pay during a 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.
- 5) Employees must make their best effort to submit requests to use vacation hours at least 30 days in advance of planned time off.
- 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 an employee's status changes from full-time to part-time prior to completing ninety (90) days of continuous full-time employment, any accrued vacation hours earned from the date of hire or promotion to full-time through the date of separation or status change will be forfeited.

Employees who voluntarily resign after completing ninety (90) days of continuous full-time employment and provide a written two-week notice, which is worked in full, will be eligible to receive payment for accrued and unused vacation hours. Employees who fail to provide or complete the required two-week notice will forfeit payment of accrued vacation hours.

Employees whose employment is involuntarily terminated by the organization are not eligible for payment of accrued or unused vacation hours.

If an employee's status changes from full-time to part-time after completing ninety (90) days of continuous full-time employment, all earned and unused vacation hours will be paid out at the employee's current regular base hourly rate. Part-time employees are not eligible to earn or use vacation hours.

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8. Exceptions may be made at the sole discretion of the Executive Director in cases involving the employee's serious illness, death, or other extraordinary circumstances that reasonably prevent the employee from providing or completing the required notice period.

III. NOTIFICATION/PROCEDURE

USE OF VACATION (LEAVE REQUEST)

WHO	DOES WHAT
Employee	1. Submits request for vacation time on leave requisition form.
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.
Account Clerk	4. Records vacation taken and accrued.

VACATION BUYBACK

WHO	DOES WHAT
Employee	1. If eligible, submits Vacation Buyback Request Form to Program Supervisor no later than June 1 of each calendar year.
Program Supervisor	2. Reviews request from employee for vacation leave buyback program and approves or denies.

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| Division Director | <p>3. Forwards request from employee for vacation buyback program to Division Director within 7 days of receipt.</p> <p>4. Reviews request for vacation buyback program within 7 days.</p> <p>5. Communicates approval / denial of employees request for vacation buyback program to program supervisor.</p> |
| Account Clerk | <p>6. Forwards request for vacation buyback program to human resources manager and if request is approved to account clerk.</p> <p>7. Reviews approved request for vacation buyback program for appropriate balances.</p> <p>8. Processes request for vacation buyback program with the first payroll processed in July.</p> |
| Human Resources Manager/Designee | <p>9. Places request for vacation buyback program in employee's personnel file.</p> |

IV. EXHIBITS

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