

Vacation Leave Policy

PURPOSE

Monmouth County recognizes the importance of employees having the opportunity to have leisure time and attend to non-work matters. Therefore, the County offers paid vacation leave to eligible employees based on their years of continuous service. For purposes under this policy, continuous service shall mean employment for the County or another qualifying government entity, or, in the case of an Intergovernmental Transfer (IGT), without actual interruption due to resignation, retirement or removal.

SCOPE

This policy applies to all regular full and part-time employees at any workplace location of Monmouth County. Vacation time is credited at the beginning of each calendar year in anticipation of continued employment, as defined above.

In the event that there is a conflict between this policy and its procedures, and any collective negotiations agreement, the terms and conditions of the agreement shall prevail with respect to the employees covered by that agreement. Employees of Constitutional Offices will be governed by the specific procedures for scheduling vacation time off set forth by their Constitutional Officer.

POLICY

Eligible new employees shall receive one working day for the initial month of employment if they begin work on the 1st through the 8th day of the calendar month, and, one-half working day if they begin work on the 9th through the 23rd day of the month. If employment begins on the 24th through the last day of a month, the eligible new employee does not receive any vacation allotment until the beginning of the next month.

After the initial month of employment and up to the end of the first calendar year, employees shall receive one working day for each month of service. Thereafter, employees shall receive paid vacation leave as follows:

- Beginning January 1st of the first full calendar year of employment and up through 4 years of continuous, eligible service, 12 vacation days each year;
- Beginning January 1st of the calendar year of 5 years of continuous, eligible service and up through 11 years of continuous eligible service, 15 vacation days each year;
- Beginning January 1st of the calendar year of 12 years of continuous, eligible service and up through 19 years of continuous, eligible service, 20 vacation days each year;
- Beginning January 1st of the calendar year of 20 years of continuous, eligible service, 25 vacation days each year.

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Regular part-time employees shall be entitled to a proportionate amount of paid vacation leave based on the number of anticipated hours worked in a year and the number of regular full-time hours worked in the unit.

An increase in vacation allotment shall be granted at the beginning of the calendar year in which the years of service requirement is met, in anticipation of continued employment. If an employee has used paid vacation leave and subsequently goes out on a leave of absence, the employee shall be liable for any vacation leave that was used but not yet earned. When an employee returns to active service, the used but unearned vacation leave will be deducted from the year's remaining vacation leave allotment. If an employee returns to active service in the following year, the used but unearned vacation leave from the previous benefit year will be deducted from the next years' allotment.

Periods of employment before and after a suspension, layoff or leave without pay shall be considered continuous service. However, the period while on suspension, layoff or leave without pay, except for military and/or medical leave, shall not be included in calculating years of continuous service.

Should an employee separate before the end of the calendar year, the employee shall be liable for paid vacation leave that was used but not earned. An adjustment will be reflected in the employee's last paycheck and/or by payment from the employee to the County will be required if a paycheck adjustment is not possible.

Vacation leave shall not accrue after an employee has resigned or retired. If employment terminates, an employee will be paid for any unused vacation leave that has been earned through the last day of work.

PROCEDURES

Monmouth County has many Departments with different staffing needs, and as such, each Department Head has the discretion to approve (or not) vacation time-off requests based on their Department business needs, and to do so in a consistent and fair manner. Department Heads are also responsible for maintaining records of requests for vacation time-off approvals and denials.

To schedule vacation time-off, an employee should submit the request in writing as soon as an he/she is aware of the need for vacation time-off, but no less than one full business day in advance, for approval to his/her supervisor. Each request will be reviewed based on a number of factors including, but not limited to, the business needs and staffing requirements of the Department/Division.

Monmouth County encourages all employees to use their available paid vacation leave.

If an employee does not use his/her available vacation leave by the end of a calendar year, he/she will lose the unused vacation leave.

Vacation leave not used due to urgent, highly unusual circumstances may only be carried into the next calendar year with authorization from the County Administrator or their Designee.