

**ERIE COUNTY WATER AUTHORITY
HR Policies/Procedures**

Re: VACATIONS

Policy No. 41.0

**Application: Managerial/Confidential & Non-Represented—
Amended: 12/31/13/1809
Employees**

PURPOSE

To provide employees who are not represented by a collective bargaining unit with time off from work with pay for the purpose of rest and relaxation.

POLICY

It is the policy of the Authority to grant annual vacations with pay to employees in any full-time position. Employees who are represented by a collective bargaining unit will be entitled to annual vacations as set forth in the collective bargaining contract. This policy applies only to non-represented employees.

PROCEDURE

1. The Authority will grant annual vacation with pay to employees on a calendar year basis.
2. An employee shall earn vacation credits based upon total accrued service in any full-time position.
3. Vacation credits will accrue and be available for use on a bi-weekly basis for full time employees after the first pay period of employment.
4. Employees will be credited with 1/26th of their annual vacation credits each pay period. Vacation credits may not be used in the same pay period in which they are earned.
5. Employees shall be entitled to vacation credits as follows:

<u>Service</u>	<u>Annual Vacation Credits</u>	<u>Rate Per Pay Period</u>
<u>From After the date of hire thru through</u> hours -three years of service	10 days	3.08
From third year anniversary date <u>thru through</u> completion of eleven years of service	15 days	4.62 hours
After eleven years of service	16 days	4.92 hours
After twelve years of service	17 days	5.23 hours

After thirteen years of service	18 days	5.54 hours
After fourteen years of service	19 days	5.85 hours
After fifteen years of service	20 days	6.15 hours
After eighteen years of service	21 days	6.46 hours
After nineteen years of service	22 days	6.77 hours
After twenty years of service	23 days	7.08 hours
After twenty-one years of service	24 days	7.38 hours
After twenty-two years of service	25 days	7.69 hours

6. [Effective as of November 1, 2018, the Authority may offer additional vacation time to newly hired employees whose salary grade is 30E or above for the purpose of attracting highly qualified applicants to these senior executive positions.](#)
7. No more than two (2) weeks of continuous vacation shall be taken consecutively unless the Authority or its designee shall determine that the taking of such third, fourth or fifth consecutive week will not interfere with its operations.
8. When a holiday enumerated herein occurs during an employee's vacation period, the vacation period will be extended one (1) day.
9. An employee [whose salary grade is less than 30E](#) must use a minimum of two (2) weeks of eligible vacation in each calendar year.
10. Vacation credits may be accumulated up to thirty (30) days. An employee's vacation credit accumulation may exceed the maximum, provided however, that the employee's balance of vacation credits may not exceed 30 days on January 1 of any year.
11. Vacation pay shall equal the straight time hourly rate.
12. Each January, the Secretary to the Authority shall issue to each department head a Vacation Schedule listing each employee's name, amount of vacation time entitlement, and employment date to assist each department in scheduling the current year's vacations. In addition, the Secretary shall forward to each eligible employee an Employee's Notice of Vacation Choices (Form No. 41.1) to be completed by the employee to request his/her vacation time choices.
13. As far as practical, vacations shall be scheduled at the time requested by eligible employees. The first right of allotment of vacation period exceeding two (2) consecutive weeks is entirely reserved to the Authority in order to insure the operation of its property and services. Within the above limits, vacations will be granted on a departmental basis giving due consideration to the total length of service of the Authority's employees therein. This policy shall not prohibit the taking of one (1) week at a time.
14. When an employee leaves the Authority for any reason, or when he/she dies having accumulated unused vacation time, he/she or their beneficiaries shall be entitled to be compensated in money at the regular rate of pay for his/her unused vacation time.