

Frequently Asked Questions-Vacation Accrual

- 1) **Q:** How do I calculate the amount of vacation time I will earn?

A: You take the number of days of vacation you are eligible to earn each year, multiply that by 8 hours, then divide by 12 months. For example: A CWA employee eligible for vacation receives 19 days of vacation a year. You would take 19 days x 8 hours= 152 hours, 152 divided by 12 months is 12.67 hours. Thus, this employee will earn 12.67 hours of vacation accrual each month.

- 2) **Q:** Can I use more vacation time than I have earned?

A: No, you should not take more vacation time than you have earned. It will result in you pay check being docked for the over usage. For example: An employee has 12.67 hours earned in vacation time and used 16 hours of vacation that was reported to payroll. On the employee next check, they will be docked 3.33 hours of time not earned/paid.

- 3) **Q:** How do I know what my maximum balance is?

A: The maximum balance is set at two times your annual vacation amount or based on your contract. For example, if you are an employee who earns 120 hours (15 days) vacation then your maximum balance allowed is 240 hours.

- 4) **Q:** When is the maximum balance limit applied and will I continue to receive additional vacation hours once my maximum balance has been reached?

A: Maximum Balances are only applied once per year on January 31st. The system will apply an employee's usage through January 14th as well as their January monthly accrual. Hours over the maximum limit will be lost.

Example: John Doe, Facility Manager

December 31th Vacation Balance: 325 Hours

Vacation Used from Dec 31st through Jan 14th : - 24 Hours

January Monthly Accrual: + 12.67 Hours

January 31st Balance Before Maximum Balance Applied: 313.67 Hours

Balance As of February 1st: 312 Hours (Maximum Balance Allowed)

From February 1st through December 31st, hours will continue to accrue without regard to your maximum balance.

5) **Q:** Will I continue to receive vacation longevity?

A: *If you are an employee who is eligible to receive vacation longevity and has 15 or more years of service with the district, you will continue to receive vacation longevity each year.*

6) **Q:** When is vacation longevity applied to the maximum balance?

A: *In January of each year, your vacation longevity balance is rolled into your vacation balance and applied to the maximum balance allowed by employee group.*

7) **Q:** Is earned vacation time paid out?

A: *Yes, in the event an employee resigns, terminates or retires, they are paid out for any unused, earned vacation balance. Exception would be those part time custodial workers eligible to receive vacation.*